

**Agenda**  
**Twentieth Regular or Special Meeting**  
**of the Twenty-Ninth Town Council of Highland**  
**Regular Meeting of Monday, September 28, 2020 at 6:30 p.m.**  
 Agenda organized pursuant to Section 2.05.090 of the Highland Municipal Code  
 This meeting will be convened as an electronic meeting, pursuant to Governor  
 Holcomb's Executive Orders, 20-04, 20-09, 20-25 and extended by Executive  
 Order 20-41, allowing such meetings, pursuant to IC 5-14-1.5-3.6 for the  
 duration of the emergency, through to October 2.

People may observe and record the meeting for live streaming by joining the meeting on the Zoom <https://zoom.us/j/94323198659?pwd=VTFNTmQ1Zzg3eXBPCU5tSi9FOXliUT09>

Further, persons wishing to offer comment in the meeting may access the electronic meeting by using the preceding and adding the password for Meeting ID 943 2319 8659, password (code): 959808.

Prayer:	Bernie Zemen
Pledge of Allegiance:	Bernie Zemen
Roll Call:	Bernie Zemen
	Mark A. Herak
<b>A GREAT PLACE TO CALL HOME</b>	Mark J. Schocke
	Thomas (Tom) Black
	Roger Sheeman

**Minutes of Previous Session:** Minutes of the Regular Meeting of September 14, 2020.

**COMMENTS FROM THE PUBLIC or VISITORS** This portion of the Town Council Meeting is reserved for persons who desire to address the Town Council regarding matters on the agenda. Persons addressing the Town Council are requested to limit their presentations to **two (2) minutes** and encouraged to avoid repetitious comments.

**Communications:** 1. Communication (report) from the *Highland Census Complete Count Committee* regarding the status of its Implementation of the Action Plan for the September 28, 2020 Meeting.

**Appointments:** *Legislative Appointments*

Home Rule Commissions

1. **Community Events Commission:**  
 (1) Appointment to be made by the Town Council. **Term: 4 years.** (Note: *vacancy of which term expires January 2022*)

*The Town of Highland acknowledges its responsibility to comply with the American with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e. sign interpretative services, alternative audio/visual devices, etc.) for participation in or access to Municipal sponsored public programs, services and or meetings, the Town of Highland requests that individuals make requests for these services forty-eight (48) hours ahead of the scheduled program, service and or meeting. To make arrangements, contact the ADA Coordinator for the Town of Highland at (219) 972-7595.*

Unfinished Business & General Orders:	<ol style="list-style-type: none"> <li>1. <b>Proposed Ordinance No. 1721:</b> An Ordinance to Amend Chapter 3.20 of the Highland compensation and Benefits Ordinance, Particularly Amending the Provisions Regarding Bridging of Service.</li> <li>2. <b>Enactment No. 2020-46:</b> An Enactment Appropriating Additional Monies in Excess of the Annual Budget From Monies Received as a Grant from the State or Federal Government, pursuant to I.C. 6-1.1-18-7.5, I.C. 36-5-3-5 et seq.</li> <li>3. <b>Works Board Order No. 2020-42:</b> A Joint Order/ Resolution of the Board of Works and the Water Works Board of Directors Approving and Authorizing Change Order No. 2 to the Construction Contract between the Highland Water Works Board of Directors and Grimmer Construction, Inc. for the Robertson Pl. &amp; Rosewood Ct. Water Main Replacement &amp; Street Improvement Project.</li> <li>4. <b>Works Board Order No. 2020-43:</b> An Order Approving and Authorizing the Proper Officer to Enter into a Purchase Agreement with Dell Incorporated for Desktop Computers, Monitors, Software and licensing, further defining this as a Small Purchase under Section 3.05.060 (G)(2) of the Municipal Code.</li> <li>5. <b>Authorizing the proper officer to publish legal notice of a public hearing:</b> Public Hearing to consider additional appropriations in the amount of \$15,677 in the Public Safety Income Tax Fund, in the amount of \$70, 410 in the Gaming Revenue Sharing Fund, and in the amount of \$3,000 in the Metropolitan Police Department of the Corporation General Fund.</li> </ol>
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**NEW BUSINESS:**

Comments or Remarks from the Town Council: (Good of the Order)	<p>Councilor Bernie Zemen</p> <p>Councilor Mark Herak</p> <p>Councilor Thomas Black</p> <p>Councilor Roger Sheeman</p> <p>Councilor Mark Schocke</p>
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<b>COMMENTS FROM THE PUBLIC or VISITORS</b>	This portion of the Town Council Meeting is reserved for persons who desire to address the Town Council. Depending on the nature of the comments, the Town Council may direct the staff to address the topic or follow-up on matters that may arise from public comments. If necessary, the matter may be set for action at a future meeting. Persons addressing the Town Council are requested to limit their presentations to <b>two (2) minutes</b> and encouraged to avoid repetitious comments.
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<b>ACTION TO PAY Accounts Payable Vouchers</b>	<p>Accounts payable September 15, 2020 through September 28, 2020 in the amount of <b>\$140,189.42.</b></p> <p>Payroll Docket for the payday of September 11, 2020 in the amount of <b>\$225,139.45.</b></p>
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<b>ADJOURNMENT</b>	<p>The Town Council may meet in study session immediately following the Regular Meeting.</p> <p style="text-align: right;"><i>Posted pursuant to IC 5-14-1.5-4(a)</i></p>
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**Enrolled Minutes of the Nineteenth Regular or Special Meeting  
For the Twenty-Ninth Highland Town Council  
Regular Plenary Meeting (Electronic)  
Monday, September 14, 2020**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Monday, September 14, 2020 at 6:32 O'clock P.M. in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

This meeting was convened as an *electronic meeting*, pursuant to Governor Holcomb's Executive Order 20-04 and 20-09, an extended by Executive Order 20-41, allowing such meetings pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 public health emergency. All persons met remotely on a Zoom platform that allowed for real time interaction, and supported the public's ability to observe and record the proceedings. When the agenda item provided for public comment, this was supported as well. Councilor Herak, while not required under the Governor's orders, was present on the premises of the plenary meeting room.

The Town Council President, Mark J. Schocke presided. The Town Clerk-Treasurer, Michael W. Griffin, was present to memorialize the proceedings. The meeting was opened with Councilor Roger Sheeman leading in the Pledge of Allegiance to the Flag of the United States of America.

**Roll Call:** Present on roll call were Councilors Bernie Zemen, Mark Herak, Mark J. Schocke, Thomas Black and Roger Sheeman. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

**Additional Officials Present:** (all electronically) John P. Reed, Town Attorney; Mark Knesek, Public Works Director; Pete Hojnicky, Police Chief; William R. Timmer, Jr., CFOD, Fire Chief; Alex M. Brown, PCRP, CPRP, Superintendent of Parks and Recreation; and Kenneth J. Mika, Building Commissioner, were present.

*Also present:* Larry Kondrat, Richard Volbrecht, and Ed Dabrowski (electronically) of the Board of Waterworks Directors; Jon Breslin, and Liz Breslin of the Community Events Commission; Robyn Bradford and Renee Reinhart of the Redevelopment Commission; and Ed Dabrowski as IT (Contract) Director (electronically) were also present.

Guests: Theresa Badovich and Robin Carlascio of the Idea Factory were also present (electronically).

**Minutes of the Previous Meetings:** The minutes of the regular meeting of August 10, 2020, the Special Meeting of August 28, 2020 and the Special Meeting of August 31, 2020 were submitted for consideration. Councilor Zemen moved the approval of the minutes. Councilor Black seconded.

The Town Council President moved that the August 31, 2020 enrolled minutes, be modified to include in the minutes his prepared remarks that were read aloud at the Special meeting, to reflect that the Town Council President noted that Jim Kisse was a plan commission member, and that the roll call was conducted while the Town Council President was continuing to offer motions to amend. Councilor Black seconded the motion.

On the motion to modify the enrolled minutes of the Special Meeting of August 31, 2020, there were three negatives and two affirmatives. With Councilors Zemen, Herak and Sheeman voting in the negative and Councilors Black and Schocke voting in the affirmative, the motion did not pass. The modifications were not adopted.

Upon the original motion to adopt, there was a roll call vote. There were four affirmatives and one negative. With Councilors Zemen, Herak, Black and Sheeman voting in the

affirmative, and Councilor Schocke voting in the negatives, the motion passed. The minutes of the regular meeting of August 10, 2020, the Special Meeting of August 28, 2020 and the Special Meeting of August 31, 2020 were approved.

**Public Comments on Agenda Items:**

1. Larry Kondrat, Highland, inquired about permitted uses of allocation areas, particularly regarding whether it could be used to reduce the amount needed to borrow to perform the refunding that is pending on the Lincoln Community Center Building Corporation First Mortgage Bonds and some of the Sanitary District Bonds.

It was noted that the suggestion was not an authorized use.

**Communications:**

1. The letter and report from the Complete Count Committee of the Town of Highland for the meeting of September 14, 2020 was acknowledged.

**HIGHLAND 2020 CENSUS COMPLETE COUNT COMMITTEE  
Town Council Staff Report- September 14th Meeting**

Current activities include the following: Social media posts and "Shares" by other Department's social media outlets; Census flyers being distributed through the Highland Library; and, message placement on the September water bill and an article in the September Gazebo Express.

**Highland households that have not responded should self-respond immediately, if they have not already done so, by going to 2020census.gov to respond online, respond by phone by calling 844-330-2020, by mail, or with a census worker.**

The deadline for responding to the Census is still officially September 30<sup>th</sup>, though last week a federal court judge in one of the many ongoing Census-related court cases ordered the Trump Administration to stop preparations to conclude on September 30<sup>th</sup>, pending a hearing next week. The crux of much of the litigation is to restore the Census Bureau's earlier deadline of October 31<sup>st</sup>.

**As for Highland's self-response rate, we are currently outperforming 2010 self-response rates town-wide and in five of Highland's six census tracts.**

As of statistics obtained yesterday (September 9th), a 2010/ 2020 comparison of self-response rates to date, shows as follows:

Entire Town- 2010 Final Self-Response Rate- 80.6 %  
2020 To Date- 81.4% (+0.8%)

#405.01- 2010 Final Self-Response Rate - 74.4%  
2020 To Date- 68.6% (-5.8%)

#405.02- 2010 Final Self-Response Rate - 80.5%  
2020 To Date- 81.5% (+1.0%)

#406- 2010 Final Self-Response Rate - 77.3%  
2020 To Date- 80.8% (+3.5%)

#407- 2010 Final Self-Response Rate - 83.7%  
2020 To Date- 86.6% (+2.9%)

#408.01- 2010 Final Self-Response Rate - 84.2%  
2020 To Date- 87% (+2.8%)

#408.02- 2010 Final Self-Response Rate - 83.7%  
2020 To Date- 85.9% (+2.2%)

Respectfully submitted,  
Lance Ryskamp- Co-Chair

**Staff Reports:** The following staff reports were received and filed.

• **Building & Inspection Report for August 2020**

Permit Type	Number	Residential	Commercial	Est. Cost	Fees
Commercial Buildings:	1	0	1	\$751,356.00	\$216.00
Commercial Additions or Remodeling:	2	0	2	\$65,690.00	\$1,540.50
Signs:	2	0	2	\$10,095.00	\$901.50
Single Family:	0	0	0	\$0.00	\$0.00
Duplex/Condo:	0	0	0	\$0.00	\$0.00
Residential Additions:	0	0	0	\$0.00	\$0.00
Residential Remodeling:	90	90	0	\$724,280.00	\$18,263.00
Garages:	2	2	0	\$53,050.00	\$1,470.00
Sheds:	1	1	0	\$2,745.00	\$231.00
Decks & Porches:	14	14	0	\$88,463.00	\$4,915.50
Fences:	20	20	0	\$85,253.00	\$3,364.50
Swimming Pools:	2	2	0		\$216.00
DrainTile/ Waterproofing:	8	8	0	\$73,613.00	\$1,986.00
Miscellaneous	23	23	0	\$173,542.00	\$7,025.25
<b>TOTAL:</b>	<b>165</b>	<b>160</b>	<b>5</b>	<b>\$2,028,087.00</b>	<b>\$40,129.25</b>
<b>Electrical Permits</b>	<b>14</b>	<b>10</b>	<b>4</b>		<b>\$2,058.00</b>
<b>Mechanical Permits</b>	<b>25</b>	<b>22</b>	<b>3</b>		<b>\$2,854.00</b>
<b>Plumbing Permits</b>	<b>11</b>	<b>10</b>	<b>1</b>		<b>\$1,746.95</b>
<b>Water Meters</b>	<b>1</b>	<b>0</b>	<b>1</b>		<b>\$760.00</b>
<b>Water Taps</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>\$0.00</b>
<b>Sewer/Storm Taps</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>\$0.00</b>
<b>TOTAL Plumbing:</b>	<b>12</b>	<b>10</b>	<b>2</b>		<b>\$2,506.95</b>

**August Code Enforcement:**

Investigations: 093  
Citations: 007  
Warnings: 093

**August Inspections:**

Building: 57      Electrical: 12      Plumbing: 08      HVAC: 19  
Electrical Exams: 2

**FIRE DEPARTMENT REPORT for AUGUST 2020**

Type of Calls	August 2020	YTD
General Alarms	10	72
Paid Still Alarms	43	225
Still Alarms	6	44
<b>Total Calls in 2020</b>		<b>341</b>

• **Workplace Safety Report for August 2020**

There were no workplace incidents to report in August. The following report was filed.

Department	Injuries this Month	Year to Date 2020	Total in 2019	Restricted Days 2020	Lost Workdays This Year (2020)	Restricted Days Last Year (2019)	Lost Workdays Last Year (2019)
Parks	0	1	0	0	0	0	0
Fire	0	0	1	0	0	0	0
Police	0	0	4	0	0	0	0
Street	0	0	1	0	0	0	0
Water & Sewer	0	1	5	31	81	0	0
Maint.	0	0	1	0	0	14	2
Other	0	0	1	0	0	0	0
<b>TOTALS</b>	0	2	13	31	81	14	2

Effective January 1, 2002, OSHA changed the record keeping guidelines. The municipality now counts the number of days lost from the day after the injury until the employee returns to work. Weekend, holidays, vacation days or other days scheduled off are included in the lost days count to a maximum of 180 days.

**Unfinished Business and General Orders:**

- Enactment No. 2020-43:** An Enactment Appropriating Additional Monies in Excess of the Annual Budget From Monies Received as a Grant from the State or Federal Government, pursuant to I.C. 6-1.1-18-7.5, I.C. 36-5-3-5 et seq.

Councilor Herak introduced and moved the consideration of Enactment No. 2020-43 at the same meeting of its introduction. Councilor Sheeman seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting of introduction.

Councilor Herak moved the passage and adoption of Enactment No. 2020-43 at the same meeting of its introduction. Councilor Sheeman seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment was adopted at the same meeting of introduction.

TOWN OF HIGHLAND  
 APPROPRIATION ENACTMENT  
 ENACTMENT NO. 2020-43

AN ENACTMENT APPROPRIATING ADDITIONAL MONIES IN EXCESS OF THE ANNUAL BUDGET FROM MONIES RECEIVED AS A GRANT FROM THE STATE OR FEDERAL GOVERNMENT, PURSUANT TO I.C. 6-1.1-18-7.5, I.C. 36-5-3-5 ET SEQ.

WHEREAS, IC 6-1.1-18-7.5 provides that notwithstanding any other law, the appropriating body of a political subdivision may appropriate any funds received as a grant from the state or the federal government without using the additional appropriation procedures under IC 6-1.1-18-5, if the funds are provided or designated by the state or the federal government as a reimbursement of an expenditure made by the political subdivision;

WHEREAS, The Town Council has been informed of the receipt of funds from a Justice Assistance Grant of the Bureau of Justice Assistance Bullet proof Vest Partnership program, particularly represented on Clerk-Treasurer's receipt number 676127 in the amount of \$2,002.50 as reimbursement in support of 2019-2020 Bulletproof Vest Partnership;

WHEREAS, The Town Council has been further informed that these funds were provided or designated by the state or the federal government as a reimbursement of an expenditure made by the political subdivision;

NOW, THEREFORE BE IT ENACTED by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

**Section 1.** That for the actual expenses of said municipality related to the acquisition of tactical level bullet armor (bulletproof vests) funded by Justice Assistance Grant of the **Bureau of Justice Assistance** to reimburse the municipality for fifty percent (50%) of its actual expenses incurred by the acquisition of tactical level bullet armor (bulletproof vests), and related costs the following additional sums of money, received as a grant from the state or the federal government and designated as a reimbursement of an expenditure made by the political subdivision, are hereby appropriated and ordered set apart out of the funds herein named:

MUNICIPAL CUMULATIVE CAPITAL DEVELOPMENT FUND

Increase Account:

Acct. 55-0000-23009 Bulletproof Vests	\$ <u>2,002.50</u>
<i>Total 200 Series Increases</i>	\$ <u>2,002.50</u>

**Total of All Fund Increases:** \$ 2,002.50

**Section 2.** That in satisfaction and for the purposes of the provisions set out in I.C. 36-5-2-9.6, I.C. 36-5-3-5, I.C. 36-5-4-2, this enactment shall be deemed properly filed and introduced before the Town Council at a regular or special meeting, properly called and convened pursuant to I.C. 5-1.5-14 *et seq.*

Introduced and Filed on the 14<sup>th</sup> Day of September 2020. Consideration on the same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this 14<sup>th</sup> Day of September 2020, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA

/s/ Mark J. Schocke, President (IC 36-5-2-10)

Attest:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

**2. Resolution No. 2020-41: A Resolution Approving an Interlocal Cooperation Agreement between the Incorporated Town of Highland and the School Town of Highland for the Utilization of School Resource Officer Program Services.**

Councilor Zemen moved the passage and adoption of Resolution No. 2020-41. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

TOWN OF HIGHLAND  
TOWN COUNCIL RESOLUTION No. 2020-41

**A Resolution Approving an Interlocal Cooperation Agreement between the Incorporated Town of Highland and the School Town of Highland for the Utilization of School Resource Officer Program Services**

WHEREAS, Indiana Code 36-1-7-1, *et seq.*, allows local government entities to make the most efficient use of the powers by enabling them to mutually utilize services for the mutual benefit of each other; and

WHEREAS, The Incorporated Town of Highland and the School Town of Highland, Lake County, Indiana are municipal corporations empowered by the aforesaid Interlocal Cooperation Act, as amended, with authority to contract with each other on a basis of mutual advantage so as to better provide public services and facilities at a shared cost; and

WHEREAS, The Incorporated Town of Highland and the School Town of Highland desire to enter into a joint agreement pursuant to IC 36-1-7-1, *et seq.*, to provide for the ability and flexibility to obtain for the Highland Students certain gang resistance training, a heightened law enforcement presence in the local public schools as well as other related services for the mutual benefit of the participating entities, and at a shared cost,

NOW, THEREFORE BE IT RESOLVED, by the Town Council of the Town of Highland, Lake County as follows:

**Section 1.** That a joint agreement, a copy of which is attached and incorporated herein by reference, among and between the Incorporated Town of Highland and the School Town of Highland entered into by the Town of Highland by and through its Town Council, this 24<sup>th</sup> Day of August 2020 is hereby authorized and approved in each and every respect;

**Section 2.** That the purpose of this agreement is to authorize and allow the Town Council of the Town of Highland and the School Board of Trustees to act as a joint board of the two participating entities to mutually support and utilize certain specified services associated with the **School Resource Officer Program** for the mutual benefit of the participating entities at shared costs;

**Section 3.** That the Clerk-Treasurer of the Town of Highland is hereby authorized to execute the duties related to the payment, collection and accounting for all moneys of this joint undertaking, pursuant to the terms of this agreement, in a manner that is mutually acceptable with the duly constituted and acting business official of the School Town of Highland;

**Section 4.** That the governing boards of the participating entities may be convened as a joint board, or may act as a joint board at separate meetings of the respective governing bodies of the participating entities in which the entities concur;

**Section 5.** That the governing boards of the participating entities may create a committee comprised of representatives from both participating entities or may designate a single individual from each of the participating entities, which may perform such administrative ministerial duties as the joint board may direct and the agreement may provide;

**Section 6.** That the President of the Highland Town Council and the Clerk-Treasurer are hereby authorized to execute the joint Interlocal Governmental Agreement with their signatures and any additional documents in order to implement the agreement;

**Section 7.** That this agreement shall be effective as indicated in and pursuant to its provisions, after the agreement has been authorized and approved by each of the participating entities, evidenced by passage and adoption of a similar Resolution all pursuant to I.C. 36-1-7-2;

**Section 8.** That upon its approval, this agreement repeals the agreements governing the school resource officer program, the first adopted January 17, 1997 and its succeeding agreements;

**Section 9.** That before this agreement takes effect, it must be recorded with the Office of the Lake County Recorder. No later than sixty (60) days after it takes effect and is recorded, the agreement must be filed with the Office of the State Board of Accounts for audit purposes, all pursuant to I.C. 36-1-7-6.

**Duly Adopted** by the Town Council of the Town of Highland, Lake County, Indiana, this 14th day of September 2020. Having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

/s/Mark J. Schocke, President (IC 36-5-2-10)

Attest:

/s Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

#### INTERGOVERNMENTAL AGREEMENT

This Interlocal Governmental Agreement made and entered into in accordance with I.C. 36-1-7 by and between the TOWN OF HIGHLAND (hereinafter called "Town") and the SCHOOL TOWN OF HIGHLAND (hereinafter called "School Town"), both municipal and corporations organized and operating under the laws of the State of Indiana.

#### WITNESSETH THAT:

**WHEREAS**, The Town desires to provide a Town of Highland Police Officer to the School Town to serve in the capacity as School Resource Officer to instruct both the G.R.E.A.T. curriculum and the Officer Friendly program, and to perform other related duties.

#### THEREFORE, IT IS AGREED AS FOLLOWS:

1. The Town agrees to provide to the School Town the service of one (1) Highland police officer to serve as a School Resource Officer. The purpose of the School Resource Officer will be to minimize the potential for hate crimes/bullying, alcohol and drug-related use, gang-related activities, and disruption and/or criminal behavior in and around schools, such as theft, vandalism, truancy, etc. in the most effective and efficient manner possible. Said officer, who shall remain an employee of the Town, shall provide services as presented in a School Resource

Officer Job Description, a copy of which is on file with the Town and the School Town. Said job description may be amended from time to time by a written amendment to this Agreement signed by representatives of both parties.

2. In consideration of the same, the School Town agrees to pay for said services in accordance with the terms of this Agreement the amount of **\$79,953.36 for a period of 180 days** during the **2020-2021** school year. The basis for said compensation to the Town is presented as an exhibit to this agreement incorporated herein by reference. The School Town's compensation shall be paid in two (2) equal installments, as follows:

- (A) the first being due on or before December 31, 2020;
- (B) the second payment being due on or before June 30, 2021.

3. The Clerk-Treasurer of the Town shall be authorized to execute the duties of receiving payments from the School Town as described in paragraph two (2) and of disbursing and accounting for all such monies in a manner consistent with the terms of this Agreement.

4. The School Resource Officer will be assigned on a full-time basis to the School Town the equivalent of up to one hundred eighty (180) days during the school year. The School Town will only be financially responsible for the equivalent number of days actually worked by the School Resource Officer.

5. The School Resource Officer will wear clothing that will easily identify him or her as a police officer.

6. The School Resource Officer will not take personal time off when school is in session. If sick, he must notify the receptionist at the School Town Administration Center. A substitute may be assigned subject to mutual approval of the Police Chief and the School Superintendent.

7. Lunch must be eaten in a School Town cafeteria unless prior arrangements have been made with the Superintendent/designee.

8. The Town will assume all costs and responsibility of initial and ongoing training associated with the School Resource Officer position. Any vehicle or additional equipment or expenses necessary for the program shall be paid for by the Town.

9. The Town shall be responsible for selecting the police officer to serve as the School Resource Officer, subject to the consent and approval of the School Town. The School Town has final authority on the content of all instructional materials used by the School Resource Officer.

10. The administration of the terms of this Agreement shall supersede any previous Agreement and shall be accomplished through the Superintendent of the School Town or designee and the Chief of Police or designee.

11. Any other provision of this Agreement to the contrary notwithstanding this Agreement may be changed or modified only with the written consent of both parties.

12. All notices or communications provided herein shall be in writing and delivered either in person or via certified or registered United States mail, return receipt requested, and with the proper postage prepaid, addressed to the party for whom such notice or communication is intended.

13. Should any part, term, or provision of this Agreement be determined by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining portion or provisions shall not be affected thereby.

14. No failure or delay in performance of the executed service Agreement by either party shall be deemed to be a breach when such failure or delay is occasioned by or due to any Act of God, strike, lockout, war, riot, epidemic, explosion, sabotage, the binding order of any court or governmental authority, or any other cause, whether of the kind enumerated above or otherwise, not within the control of the party claiming suspension, actually provided that no cause or contingency shall relieve the School Town of its obligation to make payment for the services of the School Resource Officer programs actually provided by the Town.

15. This Interlocal Agreement may be executed in several counterparts, each of which when so executed shall be deemed to be an original, and such counterparts, together, shall constitute but one and the same instrument, which shall be sufficiently evidenced by any such original counterpart.

16. Before this agreement takes effect, it must be recorded with the Office of the Lake County Recorder. No later than sixty (60) days after it takes effect and is recorded; the agreement must be filed with the Office of the State Board of Accounts for audit purposes, all pursuant to I. C.36-1-7-6.

**Participant Counterpart**

**EFFECTIVE DATE.** This agreement shall be effective after the same has been ratified by each of the participating entities by Ordinance or Resolution all pursuant to I.C.36-1-7-2.

**IN WITNESS WHEREOF,** the parties have caused this Interlocal Agreement to be executed in their names and on their behalf as of the date first written above.

**TOWN OF HIGHLAND, INDIANA**  
3333 Ridge Road, Highland, Indiana 46322

Through its Town Council

By: \_\_\_\_\_  
Mark J. Schocke, Town Council President

Attest:

\_\_\_\_\_  
Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer

Participant Execution Date: \_\_\_\_\_

Approved as to Legality and Form:

\_\_\_\_\_  
John P. Reed, Attorney

**Participant Counterpart**

**EFFECTIVE DATE.** This agreement shall be effective after the same has been ratified by each of the participating entities by Ordinance or Resolution all pursuant to I.C. 36-1-7-2.

**IN WITNESS WHEREOF, the** parties have caused this Interlocal Agreement to be executed in their names and on their behalf as of the date first written above.

**SCHOOL TOWN OF HIGHLAND, INDIANA**  
9145 Kennedy Avenue, Highland, Indiana 46322

Through its Board of Trustees

By: \_\_\_\_\_  
Luann Jurczak, President

Attest:

\_\_\_\_\_  
Carol Green-Fraley, Secretary

Participant Execution Date: \_\_\_\_\_

Approved as to Legality and Form:

\_\_\_\_\_  
Rhett L. Tauber, Attorney

Salary	2020	2021
Base Salary 1st Class Patrol Officer	\$65,846.79 •	\$63,408.02
Assigned officer's longevity	\$1,601.60	\$1,705.60 #
One Time Pay Premium		
	<b>67,448.39</b>	<b>65,113.62</b>
<b>Subtotal:</b>		
• 27 pay days in 2020		
<b>Benefits</b>		
Medical Insurance (Family coverage)	\$27,738.60	\$30,512.46 **
Employer Contribution to Health Savings Account	\$2,892.00	\$2,892.00
Dental Insurance	\$1,357.08	\$1,492.80 **
Life Insurance (.186 per \$1000 of gross payroll, up to \$50k)	\$111.60	\$122.76 **
Dependent life insurance coverage (\$1.50/mo)	\$18.00	\$18.00
Medicare	\$978.00	\$944.15
Employer Contribution to PERF	\$13,609.59 •	\$13,076.98
Workers Compensation Insurance (2.00/\$100 salary)	\$1,348.97	\$1,302.27
Law Enforcement Liability Insurance (no discrete premium)		
	<b>Subtotal Benefits:</b>	<b>\$48,053.84      \$50,361.42</b>
	<b>Grand Total:</b>	<b>\$115,502.23      \$115,475.04</b>

Instruction Days: 180  
School Year Days: 260

\*\* Assumes a 10% increase

	2020	2021
	<i>Daily rate based upon 260 days</i>	
	<b>\$ 444.24</b>	<b>\$ 444.13</b>
	First Semester	Second Semester

*School Compensation for 2020-2021 School Year:*

<b>FIRST SEMESTER:</b> 2020 Days Instruction in School = 87 based upon school calendar		
<u>Daily rate: =(Total Salary for Year/260)</u>	\$ 444.24	Semester 1: <u>\$ 38,648.82</u>
<b>SECOND SEMESTER:</b> 2021 Days Students are in School = 93		
<u>Daily rate: =(Total Salary for Year/260)</u>	\$ 444.13	Semester 2: <u>\$ 41,304.53</u>
<b>*** PERF PUBLIC SAFETY Employer is 17.5%</b>	<b>School Total:</b>	<b>\$ 79,953.36</b>
<i>the 1st Class Patrol Officer plus 20 years longevity</i>		
1st Installment Due by December 31, 2020:		<b>\$ 39,976.68</b>
2nd Installment Due by June 30, 2021:		<b>\$ 39,976.68</b>

3. **Resolution No. 2020-42:** An Exigent Resolution Providing For The Transfer Of Appropriation Balances From And Among Major Budget Classifications In The Public Safety Local Income Tax Fund As Requested By The Proper Officer And Forwarded To The Town Council For Its Action Pursuant To I.C. 6-1.1-18-6.

Councilor Herak moved the passage and adoption of Resolution No. 2020-42. Councilor Sheeman seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

**TOWN OF HIGHLAND  
APPROPRIATION TRANSFER RESOLUTION  
RESOLUTION NO. 2020-42**

**AN EXIGENT RESOLUTION PROVIDING for the TRANSFER of APPROPRIATION BALANCES from and AMONG MAJOR BUDGET CLASSIFICATIONS in the PUBLIC SAFETY LOCAL INCOME TAX FUND as REQUESTED BY THE PROPER OFFICER AND FORWARDED to the TOWN COUNCIL for its ACTION PURSUANT TO I.C. 6-1.1-18-6.**

**WHEREAS,** It has been determined that certain exigent conditions have developed since adoption of the original budget and it is now necessary to transfer certain appropriations into different categories than were initially appropriated for the various functions of the **Public Safety Local Income Tax Fund**;

**NOW, THEREFORE BE IT RESOLVED** by the Town Council of the Town of Highland, Lake County, Indiana as follows:

**Section 1.** That for the expenses of said municipality, the following appropriations are hereby transferred and set apart out of the funds hereinafter named for the purposes specified, subject to the laws governing the same, such sums herein transferred unless otherwise stipulated by law;

**Section 2.** That it has been shown that certain existing unobligated appropriations of the **Public Safety Local Income Tax Fund**, which are not needed at this time for the purposes for which originally appropriated, and may be transferred to a category of appropriation in order to satisfy an existing need, as follows:

PUBLIC SAFETY LOCAL INCOME TAX FUND

Reduce Account:		
249-0000-43046 TRAFFIC CONTROL DEVICE		\$ 15,677.00
	<i>Total 400 Series Reductions:</i>	\$ 15,677.00
Increase Account:		
249-0000-22004 POLICE EQUIPMENT		\$ 15,677.00
	<i>Total 200 Series Increases:</i>	\$ 15,677.00
<b>Total of Fund Decreases:</b>		<b>\$ 15,677.00</b>
<b>Total of Fund Increases:</b>		<b>\$ 15,677.00</b>

DULY RESOLVED and ADOPTED this 14<sup>th</sup> Day of September 2020 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA

/s/Mark J. Schocke, President (IC 36-5-2-10)

Attest:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

4. **Resolution No. 2020-44:** A Resolution Of The Town Council Of The Town Of Highland, Indiana, Approving The Issuance Of Bonds By The Town Of Highland Sanitary District And The Appropriation Of The Proceeds Thereof, And Addressing Other Matters Related Thereto.

Councilor Herak moved the passage and adoption of Resolution No. 2020-44. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

RESOLUTION NO. 2020-44

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND, INDIANA,  
APPROVING THE ISSUANCE OF BONDS BY THE TOWN OF HIGHLAND SANITARY  
DISTRICT AND THE APPROPRIATION OF THE PROCEEDS THEREOF, AND ADDRESSING  
OTHER MATTERS RELATED THERETO

WHEREAS, The Board of Sanitary Commissioners (the "Board") of the Sanitary District of the Town of Highland, Indiana (the "District") proposes to issue bonds pursuant to IC 36-9-25, as amended (the "Bonds"), for the purpose of refunding the Sanitary District of the Town of Highland, Indiana Sanitary District Build America Bonds (Direct Pay to Issuer), Series 2009B, issued on August 18, 2009, and the Sanitary District of the Town of Highland, Indiana Sanitary District Taxable Build America Bonds, Series 2010 (Direct Pay Option), issued on September 28, 2010, and to pay the expenses incurred in connection with or on account of the issuance of the Bonds (collectively, the "Refundings"); and

WHEREAS, The Town Council of the Town of Highland, Indiana (the "Town Council"), as the fiscal body and the legislative body of the Town of Highland, Indiana, now desires to approve the issuance of the Bonds and the appropriation of the proceeds thereof (the "Additional Appropriation"),  
**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HIGHLAND, INDIANA, as follows:**

**Section 1. Approval of Bonds.** The Town Council hereby approves the issuance by the District of not to exceed Five Million Dollars (\$5,000,000) in aggregate principal amount of its Bonds to provide for the Refundings and the Additional Appropriation of the proceeds of the Bonds and any investment earnings thereon for such respective purposes. The interest rate on the Bonds to be issued by the District shall not exceed four percent (4.0%) per annum. The final maturity date of the Bonds shall not be later than February 1, 2029. The Bonds may be

subject to redemption prior to maturity on terms determined by the Board prior to the sale of the Bonds, with the advice of the Board's financial advisor. The Bonds shall be payable from a special tax levy of the District;

**Section 2. Authorization of Other Actions.** The President of the Town Council, any member of the Town Council, and the Clerk-Treasurer of the Town, and any other officer, employee or agent of the Town, is hereby authorized and directed, for and on behalf of the Town, to execute and deliver any contract, agreement, certificate, instrument or other document and to take any action as such person determines to be necessary or appropriate to accomplish the purposes of this Resolution, such determination to be conclusively evidenced by such person's execution of such contract, agreement, certificate, instrument or other document or such person's taking of such action;

**Section 3. Effective Date.** This Resolution shall be in full force and effect from and after its passage by the Town Council as required by law.

DULY RESOLVED and ADOPTED this 14<sup>th</sup> Day of September 2020, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA

/s/ Mark J. Schocke, President (IC 36-5-2-10)

Attest:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

5. **Resolution No. 2020-45:** A Resolution of the Town Council of the Town of Highland, Lake County, Indiana, Approving the Refunding of Outstanding Debt issued by or on behalf of the Highland Parks and Recreation District.

Councilor Herak moved the passage and adoption of Resolution No. 2020-45. Councilor Sheeman seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

TOWN OF HIGHLAND  
RESOLUTION NO. 2020-45

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND, LAKE COUNTY, INDIANA,  
APPROVING THE REFUNDING OF OUTSTANDING DEBT ISSUED BY OR ON BEHALF OF THE HIGHLAND PARKS  
AND RECREATION DISTRICT

WHEREAS, The Town of Highland, Lake County, Indiana (the "Town"), acting by and through the Highland Board of Parks and Recreation (the "Board"), executed a Lease Agreement bearing the date of May 20, 2010, as amended (the "Lease"), between the Lincoln Center Building Corp. (the "Building Corporation"), as Lessor, and the Town, as Lessee;

WHEREAS, The Building Corporation has outstanding its Taxable Ad Valorem Property Tax First Mortgage Bonds, Series 2010 (Build America Bonds - Direct Payment Option) (the "2010 Bonds") issued for and on behalf of the Highland Parks and Recreation District (the "District") payable from the Lease which payments are made from ad valorem property taxes levied against all taxable property in the District;

WHEREAS, The Board has determined that it is in the best interests of the District to direct the Building Corporation to take all steps necessary to prepare for the refunding of the 2010 Bonds which will result in an interest cost savings over the life of the issue and reduced debt service payments; and

WHEREAS, Pursuant to INDIANA CODE 6-1.1-17-20.5, the District may not issue obligations payable from property taxes unless it obtains the approval of the Highland Town Council (the "Council"),

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HIGHLAND, LAKE COUNTY, INDIANA:

**Section 1.** That the Council hereby approves the issuance by the *Lincoln Community Center Building Corporation* of its Ad Valorem Property Tax First Mortgage Refunding Bonds, Series 2020 to refund the 2010 Bonds;

**Section 2.** That the Park District is authorized to enter into an amendment to Lease which shall reflect the reduced lease rental payments to reflect the debt service savings;

**Section 3.** That the refunding obligations shall be sold to the financial institution through negotiation in the principal amount of not to exceed \$6,500,000, bearing interest at the rate not to exceed 5.00% per annum, which interest shall be payable beginning February 1, 2021, and semi-annually thereafter on February 1 and August 1 in

each year (the exact rate and maturity schedule to be determined through negotiation and upon the advice of the District's municipal advisor);

**Section 4.** The Bonds shall be fully registered and shall be paid in installments on February 1 and August 1 over a period ending not later than the term of the 2010 Bonds.

**DULY ADOPTED and RESOLVED** this 14<sup>th</sup> Day of September 2020 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

/s/Mark J. Schocke, President (IC 36-5-2-10)

*Attest:*

/s/Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

6. **Works Board Order No. 2020-40:** An Order Approving and Authorizing the Metropolitan Police Chief to enter into a purchase agreement with Vigilant Solutions, LLC, through the State of California to purchase Intersection Hi-Def Video Camera system equipment and accessories, and finding it a Special Purchase pursuant to I.C. 5-22 and Section 3.05 of the Highland Municipal Code.

Councilor Herak moved the passage and adoption of Works Board Order No. 2020-40. Councilor Sheeman seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

**Town of Highland  
Board of Works  
Order of the Works Board 2020-40**

**An Order Approving and Authorizing the Metropolitan Police Chief to enter into a purchase agreement with Vigilant Solutions, LLC, through the State of California to purchase Intersection Hi-Def Video Camera system equipment and accessories, and finding it a Special Purchase pursuant to I.C. 5-22 and Section 3.05 of the Highland Municipal Code.**

**Whereas,** The Town of Highland Metropolitan Police Department, as part of its public duties, has a responsibility for patrol, public safety and protection of life and property throughout the Town of Highland and, from time to time, it is necessary to purchase and or lease materials and supplies in order to carry out the functions of the department; and

**Whereas,** The Metropolitan Police Chief has determined a need to replace certain equipment and supplies and has further determined the purchase price will be below \$50,000.00 and an opportunity has arisen which enables the department to purchase additional Intersection Hi-Def Video Camera system equipment and accessories;

**Whereas,** the Metropolitan Police Chief has identified Vigilant Systems, LLC., through the State of California to be a desirable source vendor for the purchase of equipment and supplies at a price of \$25,160.00 for LPR camera system for Ramblewood and Indianapolis Blvd;

**Whereas,** The price for the purchase exceeds \$15,000.00 and, pursuant to Section 3.05.040 (E) as well as Section 3.05.050 (B)(2) of the Highland Municipal Code, such purchase requires the express approval of the purchasing agency;

**Whereas,** The Town Council as the Works Board of the Municipality, pursuant to Section 3.05.030 (A)(2) of the Highland Municipal Code serves as the purchasing agency for the Metropolitan Police Department;

**Whereas,** The Metropolitan Police Chief, pursuant to Section 3.05.050 (D)(2) of the Highland Municipal Code, serves as the Purchasing Agent for the Metropolitan Police Department;

**Whereas,** The Purchasing Agent, believes that this purchase qualifies as a special purchase to be made without soliciting bids or proposals because in this instance (1) the compatibility of equipment, accessories or replacement parts is a substantial consideration in this purchase and (2) only one source meets the department's reasonable requirements, which is the source recommended for this purchase;

**Whereas,** The Purchasing Agent, for the rationale stated herein, elects to purchase without resort to soliciting quotes or bids pursuant to Section 3.05.065 (I) of the Highland Municipal Code;

**Whereas**, The purchase of the Intersection Hi-Def Video Camera system equipment and accessories will be supported by appropriations in the LOIT Fund; and,

**Whereas**, The Town Council now desires to approve and authorize the Police Chief to complete the purchase pursuant to the terms and stated herein,

**Now, Therefore Be It Ordered** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board of Municipality;

**Section 1.** That the Works Board hereby authorizes and approves the purchase from Vigilant Solutions, LLC, 1152 Stealth Street, Livermore, CA, for the purchase of the Intersection Hi-Def Video Camera system equipment and accessories in the amount of **\$19,060.00** ~~\$25,160.00~~ pursuant to IC 5-22 and Section 3.05.060 (G) (2) of the Highland Municipal Code;

**Section 2.** That the Works Board hereby finds and determines the following:  
(A) That Vigilant Solutions, LLC, 1152 Stealth Street, Livermore, CA is the sole source to meet the police departments reasonable requirements for this purchase; and,  
(B) That for this purchase, the compatibility of equipment, accessories or replacement parts is a substantial consideration; and,  
(C) That for the foregoing rationale, this purchase qualifies as a special purchase pursuant to IC 5-22-10 et seq. and HMC Section 3.05.065 (I);

**Section 3.** That the Metropolitan Police Chief is now authorized and approved to execute the purchase agreement and any additional documents in order to implement this purchase and then file these documents as financial materials with the Office of the Clerk-Treasurer, pursuant to IC 36-5-4-14.

**Be It So Ordered.**

**DULY, PASSED, ADOPTED AND ORDERED** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 14<sup>th</sup> day of September 2020 having passed by a vote of 5 in favor and 0 opposed.

BOARD OF WORKS OF THE TOWN OF  
HIGHLAND, INDIANA

/s/Mark J. Schocke, President (IC 36-5-2-10)

**Attest:**

/s/Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

7. **Works Board Order No. 2020-41:** An Order Approving and Authorizing the Highland Fire Chief to enter into a purchase agreement to purchase a Ward No Smoke System, pursuant to I.C. 5-22 and Chapter 3.05 of the Highland Municipal Code called Purchasing.

Councilor Zemen moved the passage and adoption of Works Board Order No. 2020-41. Councilor Sheeman seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

Town of Highland  
Board of Works  
Order of the Works Board 2020-41

**An Order Approving and Authorizing the Highland Fire Chief to enter into a purchase agreement to purchase a Ward No Smoke System, pursuant to I.C. 5-22 and Chapter 3.05 of the Highland Municipal Code called Purchasing.**

**Whereas**, The Town of Highland Fire Department, as part of its public duties, has a responsibility for fire suppression, fire prevention, public safety and protection of life and property throughout the Town of Highland and, from time to time, it is necessary to purchase and or lease materials and supplies in order to carry out the functions of the department; and

**Whereas**, The Highland Fire Chief has determined a need to replace certain equipment and supplies, specifically a *specialized fire house exhaust system* and has further determined the purchase price will be at least \$50,000.00 and not in excess of \$150,000; pursuant to HMC Section 3.05.060(F);

**Whereas**, Pursuant to HMC Section 3.05.060(F), the Highland Fire Chief solicited from at least three (3) vendors known to deal in the lines or classes of supplies to be purchased, by mailing an invitation to quote at least seven days before the time fixed for receiving quotes, those quotes being listed as follows:

Ward No Smoke	\$69,912.00
Nederman	\$87,430.00
Magne Grip	\$94,000.00

**Whereas**, The Highland Fire Chief further believes that these installations include labor and unforeseen costs, he is further asking that a contingency for installation include an additional 10% to be identified discretely in the fund and appropriation, which are already identified and budgeted, rendering the following:

Ward No Smoke	\$69,912.00 + \$ 6,991 =	\$ 76,903.00
Nederman	\$87,430.00 + \$ 8,743 =	\$ 96,173.00
Magne Grip	\$94,000.00 + \$9,400 =	\$103, 400.00

**Whereas**, The Highland Fire Chief believes he has identified from that process a satisfactory quote from a responsible and responsive offeror, that being the quote from *Ward No Smoke* in the quote amount of \$69,912 plus the Chief's recommended contingency of \$6,991;

**Whereas**, The price for the purchase exceeds \$15,000.00 and, pursuant to Section 3.05.040 (E) as well as Section 3.05.050 (B)(2) of the Highland Municipal Code, such purchase requires the express approval of the purchasing agency;

**Whereas**, The Town Council as the Works Board of the Municipality, pursuant to Section 3.05.030 (A)(3) of the Highland Municipal Code serves as the purchasing agency for the Highland Fire Department;

**Whereas**, The Highland Fire Chief, pursuant to Section 3.05.050 (D)(4) of the Highland Municipal Code, serves as the purchasing agent for the Highland Fire Department;

**Whereas**, The purchase of the *special cancer preventing exhaust system equipment* and accessories will be supported by budgeted appropriations already in place in the Public Safety Local Income Tax (LIT) Fund; and,

**Whereas**, The Town Council now desires to approve and authorize the Fire Chief to complete the purchase pursuant to the terms and stated herein,

**Now, Therefore Be It Ordered** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board of Municipality:

**Section 1.** That the Works Board hereby authorizes and approves the purchase from *Ward No Smoke* for the purchase of the *special cancer preventing exhaust system equipment* and accessories in the amount of **\$69,912 plus a further authorized contingency amount of \$6,991**, pursuant to IC 5-22 and Section 3.05.060 (F) (3) of the Highland Municipal Code;

**Section 2.** That the Works Board hereby finds and determines that the quote from *Ward No Smoke*, even allowing for the added contingency, is the *lowest responsible, and responsive offeror* from the quotes submitted;

**Section 3.** That the Fire Chief is now authorized and approved to execute the purchase agreement and any additional documents in order to implement this purchase and then file these documents as financial materials with the Office of the Clerk-Treasurer, pursuant to IC 36-5-4-14.

**Be It So Ordered.**

**DULY, PASSED, ADOPTED AND ORDERED** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 14<sup>th</sup> day of September 2020 having passed by a vote of 5 in favor and 0 opposed.

BOARD OF WORKS OF THE TOWN OF  
HIGHLAND, INDIANA

/s/ Mark J. Schocke, President (IC 36-5-2-10)

**Attest:**

/s/ Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)

**8. Commendation Letter for Day Off and Signature Authorization.** Action to approve Letter of Commendation for Exemplary Public service leading to the award of a single

paid day off for several workers in the **Metropolitan Police Department**. Pursuant to **Section 4.13** of the Compensation and Benefits Ordinance, for the day off to be effective requires the approval of the board of jurisdiction and the Town Council. *The Town Board of Metropolitan Police Commissioners has granted preliminary approval to a letter of commendation regarding Detective Lee Natelborg who enlisted the Cold case team to resolve an older case from being treated as homicide to an accidental death.*

Councilor Zemen moved to approve the letter of commendation for Detective Lee Natelborg and to authorize the members of the Town Council to sign individually. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The letter of commendation and the authorization for councilors to sign individually was approved.

9. **Instruction to the Community Events Commission regarding the possible Special Event and other events for Fall in the Town of Highland.** *At its meetings convened on August 10 and August 17, 2020, the Town Council received a briefing on a possible special event, its status and the current Governor's staging in consequence of the COVID 19 Pandemic.*

Under general consent, a colloquy between and among the Town Council members occurred regarding the Fall Event planned at Main Square for September 26, the "Trunk or Treat" event and "Trick or Treat." The colloquy included a discussion of the safety concerns regarding a large single gathering versus those with smaller groups where social separation, mask wearing and related COVID 19 precautions could be observed.

Councilor Sheeman moved to instruct the Community Events Commission to *cancel* the Fall Event proposed for September 26, to further instruct it to proceed with the "Trunk or Treat" event, and to allow Trick or Treat from 5:00 p.m. to 7:00 p.m. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The instructions as noted were approved.

10. **Action to approve appointment or employment of full-time employee, pursuant to Section §3.03 of the Compensation and Benefits Ordinance.** *The Public Works Director recommends the following:*

(A) *The hiring of Joe Anderson, to the full-time position of Utility Worker B in Public Works Department (Agency) at a rate of pay of \$12.80 per hour. This will not increase the full-time workforce greater than the authorized work force strength.*

Councilor Black moved to authorize the full-time hire of Joe Anderson to the position of Utility Worker B at the stated rate of pay. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The hiring was approved.

11. **Authorizing the proper officer to publish legal notice of a public hearing:** Public Hearing to consider additional appropriations in the amount of \$3,915.00 in the Gaming Revenue Sharing Fund and in the amount of \$15,677.00 in the Public Safety Local Income Tax Fund.

Councilor Herak moved to authorize the proper officer to public legal notice of a public hearing as indicated. Councilor Sheeman seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The publication was authorized.

## NEW BUSINESS

*Motion to Reconsider.* Councilor Black, pursuant to HMC Section 2.05.300 (A) moved to reconsider the vote on Plan Commission Docket 2020-01 and Ordinance No. 1720 taken at the special meeting of August 31, 2020.

At this time, the Town Council President, temporarily ceded the chair to Councilor Zemen as Acting President (Vice President). Councilor Schocke then seconded the motion.

It was further noted that HMC Section 2.05.300 (C), required that the motion was only in order when made by a member who voted on the prevailing side of the issue. It was still further noted that Councilor Black and the Town Council President did not vote on the prevailing side. The Acting President ruled the matter out of order.

The Town Council President reassumed the chair. The Town Council President then invited any of the councilors who voted on the prevailing side if they wished to make a motion to reconsider

**Remarks from the Town Council:**  
*(For the Good of the Order)*

**Councilor Bernie Zemen:** • *Fire Department, Liaison* • *Liaison to the Plan Commission*

Councilor Zemen commended the workforce for its second month of no workplace injuries and incidents.

Councilor Zemen acknowledged the Highland Fire Chief who thanked the Town Council for authorizing the purchase of the exhaust system. The Fire Chief further offered a cursory survey of activity of the Fire Department.

- **Councilor Mark Herak:** • *Budget and Finance Chair* • *Liaison to the Advisory Board of Zoning Appeals* • *Town Board of Metropolitan Police Commissioners, Liaison.*

Councilor Herak acknowledged the importance of getting Flu Vaccine for the season.

Councilor Herak further noted the need to present some of the gifts and encomia for the recently retired Public Works Director, Mr. Bach. It was noted that Mr. Bach had indicated he would be available for the meeting of September 28, 2020.

Councilor Herak acknowledged the Police Chief who thanked the Town Council for authorizing its purchase of video equipment.

Councilor Herak acknowledged the Public Works Director, who noted the need for the Public Works Facility to also obtain a special exhaust system similar to what was authorized for the Fire Department. The Fire Chief indicated that he would assist the Public Works Director.

Councilor Herak acknowledged the Building Commissioner, who reported on matters pending before the Advisory Board of Zoning Appeals.

- **Councilor Tom Black:** *Liaison to the Board of Sanitary Commissioners* • *Liaison to the Board of Waterworks Directors.*

Councilor Black commended the public workforce for its incident free safety report.

Councilor Black inquired regarding the dates for a Fall clean-up. The Public Works Director stated he would report back.

- **Councilor Roger Sheeman:** *Chamber of Commerce Liaison* • *Liaison to the Community Events Commission* • *Information Technology Liaison* • *and Redevelopment Commission Liaison.*

Councilor Sheeman reported on the progress of the parking lot/depot redevelopment project located at the southwest corner of Highway Avenue and Kennedy Avenue.

Councilor Sheeman also expressed appreciation for the persons who contacted him about matters of public import.

- **Councilor President Mark Schocke:** *Town Executive • Chair of the Board of Police Pension Trustees • Park and Recreation Liaison.*

The Town Council President acknowledged the Superintendent of Parks and Recreations who reported on hosting several tournaments. He noted work on the quinquennial plan was still underway. He also noted the passing of the spouse of the longtime department art instructor Fred Holly.

Town Council President Schocke further noted the start of Youth Soccer. The Town Council President also commended the municipal workforce for its incident free month.

The Town Council President also noted the recent public demonstration regarding the recent rezoning of the land which is the subject of a proposed senior housing development, north of Strack and Van Til's between Cline Avenue and Kleinman Road. The Town Council President noted his participation and he further thanked the police department for its presence and the peaceful nature of the gathering.

#### **Comments from Visitors or Residents: (Electronically)**

1. Larry Kondrat, Highland, referring to the Special meeting of August 31, 2020, asked for clarification regarding its rationale, what emergency was identified for it being called, and asked about the muting of certain persons including during that meeting. Mr. Kondrat also asserted that the meeting was illegal.

Mr. Kondrat also expressed disappointment that the Clerk-Treasurer did not participate in the recent public demonstration regarding the recent rezoning of the land which is the subject of a proposed senior housing development, north of Strack and Van Til's between Cline Avenue and Kleinman Road.

The Town Attorney noted that no emergency is needed to call a special meeting.

A colloquy ensued between Mr. Kondrat, the Town Council President, Councilor Herak and Councilor Sheeman regarding the composition of the notice of the special meeting, its legality, whether amendments may be in order when considering favorably recommended zoning maps changes, the timetable for the Town Council to consider matters set forth in the plan commission law and the language in Section 4 of the Ordinance No. 1720 which included a statement regarding that an "emergency exists" for the immediate taking effect of the ordinance.

It was noted that the language represented a term of art long used based upon rules regarding promulgation of ordinances that allowed alacrity in its effectiveness.

2. Rock Volbrecht, Highland, noted that when he was a member of the Highland School Town Board of Trustees, he was a favorable vote that established the first agreement to support the School Resource Officer program at a meeting convened September 28, 2004.
3. Janelle Scheeringa, from the Scheeringa Farms, thanked the persons who have expressed their support for the family regarding the proposed development.

4. Harry Crouch, Highland, sought additional information regarding the proposed development. The Town Council President invited Mr. Crouch to contact him and he would assist him.
5. Aaron Straker, Highland, noting that he was an elected official with his union, stated that elected officials should act as the people desire when the people express their wishes.

**Payment of Accounts Payable Vouchers.** There being no further comments from the public, Councilor Zemen moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period August 25, 2020 through September 14, 2020 as well as to ratify the payroll docket for the payday of August 28, 2020. Councilor Black seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The accounts payable vouchers for the vendor docket were allowed, payroll dockets and other payments allowed in advance were ratified, and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

**Vendors Accounts Payable Docket:**

**General Fund, \$502,797.48; Motor Vehicle Highway and Street (MVH) Fund, \$38,038.40; Local Road and Streets Fund, \$20,744.76; Law Enforcement Continuing Education and Training and Supply Fund, \$1,296.50; Hazardous Materials Response and Supply Fund, \$1,037.73; Flexible Spending Accounts Agency Fund, \$619.20; Insurance Premium Agency Fund, \$195,302.07; Gasoline Payments Agency Fund, \$10,548.30; Information Communications Technology Fund, \$11,138.94; Special Events Non Reverting Fund, \$38.96; Rainy Day Fund, \$50,000.00; Police Pension Fund, \$69,229.50; Municipal Cumulative Capital Development Fund, \$43,473.00; Traffic Violations and Law Enforcement Agency Fund, \$2,000.00; Gaming Revenue Sharing Fund, \$9,038.67; Public Safety Local Income Tax Fund, \$45,971.24; Total: 1,001,274.75.**

**Payroll Docket for payday of August 28, 2020:**

**Council, Boards and Commissions, \$8,647.31; Office of Clerk-Treasurer, \$16,480.99; Building and Inspection Department, \$8,964.76; Metropolitan Police Department, \$113,865.24; Fire Department, \$3,669.76; Public Works Department (Agency), \$62,973.40 and 1925 Police Pension Plan Pension Fund, \$69,121.85; Total Payroll: \$283,723.31**

**Adjournment of Plenary Meeting.** Councilor Black moved that the plenary meeting electronically convened be adjourned. Councilor Sheeman seconded. Upon a roll call vote, there were five affirmatives, and no negatives. The regular plenary meeting, convened electronically, of the Town Council for Monday, September 14, 2020 was adjourned at 8:25 O'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer

Approved by the Town Council at its meeting of \_\_\_\_\_, 2020.

Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer

## HIGHLAND 2020 CENSUS COMPLETE COUNT COMMITTEE

### Town Council Staff Report- September 28th Meeting

Current activities include the following: Social media posts and “Shares” by other Department’s social media outlets. Highland’s efforts did get mentioned in an article published by Main Street America, which can be found at <https://www.mainstreet.org/blogs/national-main-street-center/2020/09/14/main-spotlight-why-the-census-matters-on-main-stre>.

**Highland households that have not responded should self-respond immediately, if they have not already done so, by going to 2020census.gov to respond online, respond by phone by calling 844-330-2020, by mail, or with a census worker.**

The deadline for responding to the Census was to be September 30<sup>th</sup>, but yesterday a federal court judge in California ordered the extension of the Census count until October 31<sup>st</sup>. The Trump Administration is expected to appeal the ruling.

As for Highland’s self-response rate, **we are currently outperforming 2010 self-response rates town-wide and in five of Highland’s six census tracts.** I am trying to find, through our NW Indiana Census contacts, the total percentage household count to date for Highland, which would include those residents who self-responded to the Census and those who responded to an in-person Census worker visit. That data is available at the State and the various Area Census Office (ACO) levels, but not by individual town. Currently, Indiana is reported to have 99.2% of all households counted. The Lake County ACO is reporting 96.5% count completion. I will continue to seek out that information prior to the next staff report.

As of statistics obtained today (September 25th), a 2010/ 2020 comparison of self-response rates to date, shows as follows:

Entire Town- 2010 Final Self-Response Rate- 80.6 %  
2020 To Date- 81.8% (+1.2%)

#405.01- 2010 Final Self-Response Rate - 74.4%  
2020 To Date- 69.6% (-4.8%)- **A map of this Census Tract is part of my report.**

#405.02- 2010 Final Self-Response Rate - 80.5%  
2020 To Date- 82% (+1.5%)

#406- 2010 Final Self-Response Rate - 77.3%  
2020 To Date- 80.9% (+3.6%)

#407- 2010 Final Self-Response Rate - 83.7%  
2020 To Date- 86.8% (+3.1%)

#408.01- 2010 Final Self-Response Rate - 84.2%  
2020 To Date- 87.3% (+3.1%)

#408.02- 2010 Final Self-Response Rate - 83.7%  
2020 To Date- 86.2% (+2.5%)

As of today, Highland's self-response rate is ranked 20<sup>th</sup> highest of the State's 566 cities & towns.

Respectfully submitted,  
Lance Ryskamp- Co-Chair

**Ordinance No. 1721  
of the  
TOWN of HIGHLAND, INDIANA**

**AN ORDINANCE to AMEND CHAPTER 3.20 OF the HIGHLAND  
COMPENSATION AND BENEFITS ORDINANCE, PARTICULARLY AMENDING  
THE PROVISIONS REGARDING BRIDGING OF SERVICE**

**WHEREAS**, Title 36, Article 1 Chapter 4 of the Indiana Code confers certain general corporate powers on the several units of government in Indiana;

**WHEREAS**, Section fifteen of that chapter specifically provides that a unit of government may fix the level of compensation of its officers and employees; and

**WHEREAS**, I.C. 36-5-3-2 further provides in pertinent part that the town legislative body shall provide reasonable compensation for the other town officers and employees;

**WHEREAS**, I.C. 36-5-3-2(b), still further provides that the Town Legislative body shall, by ordinance fix the compensation of its own members and the Town Clerk-Treasurer;

**WHEREAS**, I.C. 36-5-3-2(c) still further provides that the compensation of an elected town officer may not be changed in the year for which it is fixed, nor may it be reduced below the amount fixed for the previous year;

**WHEREAS**, The Town Council of the Town of Highland, as the town legislative body, has been advised that it is desirable to make certain amendments to the Compensation and Benefits Ordinance to authorize "lateral hiring" or modifying its existing provisions regarding bridging of services; and,

**WHEREAS**, The Town Council of the Town of Highland, as the town legislative body, now desires to amend the compensation and benefits ordinance commonly called the Employee Handbook, particularly to authorize the modifications as described,

**NOW, THEREFORE, BE IT HEREBY ORDAINED BY** the Town Council of the Town of Highland, Lake County, Indiana, as follows:

**Section 1.** That the Highland Compensation and Benefits Ordianace be hereby amended by repealing Section 3.20.01 in its entirety, and replacing it with a new section numbered 3.20.01, which shall read as follows:

**§ 3.20 Bridging of Service**

**§ 3.20.01** All service of previous ~~town~~ **municipal, county or state employment of one or more years**, will be treated ~~bridged~~ as continuous service after completing ~~five (5) one (1) full consecutive years of service for longevity and vacation purposes only with the town of Highland for all purposes where length of service affects a group employment benefit, with the exception of INPRS pensions and seniority.~~ **This will be effective for all full-time hires that occur after September 30, 2020.**

**Section 2.** That the Highland Compensation and Benefits Ordinance be hereby amended by repealing Section 3.20.03 in its entirety, and replacing it with a new section numbered 3.20.03, which shall read as follows:

**§ 3.20.03** For elected Town Officials all previous ~~and future~~ Town employment or elected service will be bridged as continuous service immediately. This provision shall be construed pursuant to the provisions of IC 36-5-3-2.

**Section 3.** That all portions of ordinances in conflict with this ordinance are hereby repealed and are of no further force nor effect;

**Section 4.** (A) That an emergency exists for the immediate taking effect of this Ordinance, which, subject to the provisions of this ordinance, shall become effective and shall remain in full force and **from** after its passage and adoption, pursuant to any effective dates herein described and until its repeal or amendment by subsequent enactment;

(B) That the Clerk-Treasurer shall have authority to implement the provisions of this ordinance pursuant to the authority expressly set forth in IC 36-5-6-6 (a) (3) & (4).

Introduced and Filed on the 28<sup>th</sup> day of September 2020.. Consideration on same day or at same meeting of introduction sustained a vote of \_\_\_\_ in favor and \_\_\_\_ opposed, pursuant to IC 36-5-2-9.8.

**DULY ORDAINED and ADOPTED** this \_\_\_\_ Day of \_\_\_\_\_2020, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of \_\_\_\_ in favor and \_\_\_\_ opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

\_\_\_\_\_  
Mark J. Schocke, President (IC 36-5-2-10)

*Attest:*

\_\_\_\_\_  
Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5; IC 36-5-2-10.2)

**TOWN OF HIGHLAND  
APPROPRIATION ENACTMENT  
ENACTMENT NO. 2020-46**

**AN ENACTMENT APPROPRIATING ADDITIONAL MONIES IN EXCESS OF THE ANNUAL BUDGET FROM MONIES RECEIVED AS A GRANT FROM THE STATE OR FEDERAL GOVERNMENT, PURSUANT TO I.C. 6-1.1-18-7.5, I.C. 36-5-3-5 ET SEQ.**

WHEREAS, IC 6-1.1-18-7.5 provides that notwithstanding any other law, the appropriating body of a political subdivision may appropriate any funds received as a **grant** from the state or the federal government without using the additional appropriation procedures under IC 6-1.1-18-5, if the funds are provided or designated by the state or the federal government as a reimbursement of an expenditure made by the political subdivision;

WHEREAS, The Town Council has been informed of the receipt of funds from a special training grant of the **Indiana Department of Homeland Security** program, particularly represented on Clerk-Treasurer's **receipt number 675214** in the amount of **\$15,698.88** as reimbursement in support of training program;

WHEREAS, The Town Council has been further informed that these funds were provided or designated by the state or the federal government as a reimbursement of an expenditure made by the political subdivision;

NOW, THEREFORE **BE IT ENACTED** by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

**Section 1.** That for the actual expenses of said municipality related to special training funded by **Indiana Department of Homeland Security** to reimburse the municipality for a portion of its actual expenses incurred by the training program and related costs the following additional sums of money, received as a grant from the state or the federal government and designated as a reimbursement of an expenditure made by the political subdivision, are hereby appropriated and ordered set apart out of the funds herein named:

PUBLIC SAFETY LOCAL INCOME TAX FUND

Increase Account:

Acct. 249-0000-1114 Fire Fighter Training	\$ 15,698.88
<i>Total 100 Series Increases</i>	\$ 15,698.88

**Total of All Fund Increases:**

**\$ 15,698.88**

**Section 2.** That in satisfaction and for the purposes of the provisions set out in I.C. 36-5-2-9.6, I.C. 36-5-3-5, I.C. 36-5-4-2, this enactment shall be deemed properly filed and introduced before the Town Council at a regular or special meeting, properly called and convened pursuant to I.C. 5-1.5-14 *et seq.*

Introduced and Filed on the 28<sup>th</sup> Day of September 2020. Consideration on the same day or at same meeting of introduction sustained a vote of \_\_\_\_ in favor and \_\_\_\_ opposed, pursuant to IC 36-5-2-9.8.

**DULY ORDAINED AND ADOPTED** this \_\_\_\_ Day of \_\_\_\_\_ 2020, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of \_\_\_\_ in favor and \_\_\_\_ opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

\_\_\_\_\_  
Mark J. Schocke, President (IC 36-5-2-10)

Attest:

\_\_\_\_\_  
Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)

**TOWN OF HIGHLAND  
BOARD OF WORKS  
ORDER OF THE WORKS BOARD NO. 2020-42**

**WATERWORKS DISTRICT OF HIGHLAND  
BOARD OF WATERWORKS DIRECTORS  
RESOLUTION NO. 2020-14**

**A JOINT RESOLUTION OF THE BOARD OF WORKS AND THE WATER WORKS BOARD OF DIRECTORS APPROVING AND AUTHORIZING CHANGE ORDER NO. 2 TO THE CONSTRUCTION CONTRACT BETWEEN THE HIGHLAND WATER WORKS BOARD OF DIRECTORS AND GRIMMER CONSTRUCTION, INC. FOR THE ROBERTSON PL. & ROSEWOOD CT. WATER MAIN REPLACEMENT & STREET IMPROVEMENT PROJECT**

**Whereas**, The Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24(3), has determined that a need exists to make certain public improvements and repairs to roadway infrastructure on Robertson Place (south of 81<sup>st</sup> Street) and Rosewood Ct. including the replacement of defective curb and sidewalk, pavement, and tree removal and replacement and have hereto approved a project to be described as the Robertson Pl. and Rosewood Ct. Water Main Replacement & Street Improvement Project (Project);

**Whereas**, The Town of Highland has procured a Community Development Block Grant, from the U.S. Department of Housing and Urban Development through an application filing with the Lake County Community Development Department in the amount of \$102,130.00, which will offset the costs for the roadway improvements described herein;

**Whereas**, the Waterworks District of Highland (WW District) is governed by its Board of Waterworks Directors, pursuant to the provisions of IC 8-1.5-4 et seq.;

**Whereas**, IC 8-1.5-4-4 specifically provides that the Board of Water Works Directors shall manage and control all works of the waterworks and may purchase, acquire, construct, reconstruct, operate, repair and maintain all water works

**Whereas**, The WW District, through its Board of Directors, has determined the need to replace and upsize the existing water lines within the Project boundaries, as described herein, in order to improve water flow and water quality; has determined that it would be in the best interest of the utility to coordinate the work with the Project; and have agreed to fund its share of the construction costs and engineering services necessary to complete the work;

**Whereas**, On May 28, 2020, the Waterworks District adopted Joint Resolution No. 2020-07 and on April 11, 2020, Town Council through its Board of Works, adopted Order of the Works Board 2020-28, awarding a Project to Grimmer Construction, Incorporated in the total amount of Five Hundred Thirty Thousand Five Hundred Thirty Dollars and 00/100 (\$530,530.00), to be the lowest responsive and responsible bid, of which Three Hundred Thirty-six Thousand One Hundred Three Dollars and 90/100 Cents (\$336,103.90) was for waterworks improvements;

**Whereas**, During the course of construction of the Project, it has become necessary to change or alter the original specifications of the project and/or to increase or decrease the planned material quantities;

**Whereas**, NIES Engineering, Inc., a licensed engineer performing construction engineering services on this project, has specifically identified and presented Change Order No. 2, attached herewith, which details the changes and alterations to the Project which have a net decrease in the total contract amount of Ten Thousand Five Hundred Sixty-nine Dollars and 99/100 Cents (\$10,569.99);

**Whereas,** The decrease in cost, as determined by NIES, is allocated to the Board of Works in the amount of Four Thousand Five Hundred Ten Dollars and 95/100 Cents (\$4,510.95) and to the Water Works Board in the amount of Six Thousand Fifty-nine Dollars and 04/100 Cents (\$6,059.04);

**Whereas,** The Town of Highland, through its Board of Works, now desires to approve and authorize the Change Order as described; and

**Whereas,** The Waterworks District of Highland, through its Board of Directors, now desires to approve and authorize the Change Order as described,

**Now Therefore Be it Resolved** by the Board of Directors of the Waterworks District of Highland, Lake County, Indiana, as follows:

**Section 1.** That the Second Addendum to the Construction Contract with Grimmer Construction, Incorporated for the Robertson Pl. & Rosewood Ct. Water Main Replacement & Street Improvement Project, as prepared by NIES Engineering, Incorporated, a licensed engineer performing construction engineering services on this Project, is hereby determined to be directly related to the original project and is hereby approved, adopted, and ratified in each and every respect;

**Section 2.** That this addendum is hereby ordered to be known as Change Order No. 2, issued to decrease net changes to the original agreement in the amount of Ten Thousand Five Hundred Sixty-nine Dollars and 99/100 Cents (\$10,569.99), bringing the total value of the entire agreement with any and all change orders approved to date to Five Hundred Forty-one Thousand Four Hundred Seventy-one Dollars and 26/100 (\$541,471.26) allocated as follows:

Board of Works	\$4,510.95
<u>Water Works District</u>	<u>\$6,059.04</u>
Total Change Order Amount	\$10,569.99; and

**Section 4.** That the total of all change orders issued that increases the scope of this Project may not exceed twenty percent (20%) of the amount of the original contract, that original being of Five Hundred Thirty Thousand, Five Hundred Thirty Dollars and 00/100 (\$530,530.00), pursuant to IC 36-1-12-18(d); and

**Section 5.** That the Public Works Director is hereby authorized to execute the necessary documents with his signatures.

**Be it So Ordered.**

**Duly, Passed, Adopted and Ordered** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 28<sup>th</sup> day of September 2020 having passed by a vote of \_\_\_\_ in favor and \_\_\_\_ opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

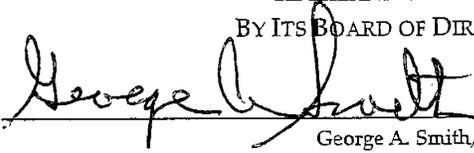
\_\_\_\_\_  
Mark J. Schocke, President (IC 36-5-2-10)

Attest:

\_\_\_\_\_  
Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

Duly Adopted, Resolved and Ordered by the Waterworks Board of Directors of Highland, Lake County, Indiana, this 25<sup>th</sup> day of September, 2020. Having been passed by a vote of 5 in favor and 0 opposed.

HIGHLAND WATERWORKS  
BY ITS BOARD OF DIRECTORS:

  
George A. Smith, President

Attest:   
Richard E. Volbrecht, Jr., Secretary

Contract Number 20-522

Change Order Number 2

CHANGE ORDER

Owner: Town of Highland Waterworks Board of Directors

Project: Robertson Pl. & Rosewood Ct. Water Main Replacement & Street Improvement

Owner's Name: Town of Highland Waterworks Board of Directors

Owner's Address: 3333 Ridge Road, Highland, IN 46322

Contractor: Grimmer Construction, Inc.

Contractor's Address: 2619 Main Street, Highland, IN 46322

DESCRIPTION OF CHANGE:

1. Adjust quantities of original contract items based on actual quantities installed, as tabulated on attached Table 1. A decrease to the contract price of \$10,569.99, of which the Waterworks Board's portion is a \$6,059.04 decrease and the Works Board's portion is a \$4,510.95 decrease.

REASON FOR CHANGE:

1. Adjustment of original contract item quantities is described as follows:

Items 8-9	Actual length of 6-inch and 8-inch pipe installed, respectively.
Item 12	Actual weight of fittings installed, as fewer fittings were required.
Item 15	Actual length of 1-inch copper water service line installed.
Item 20	Actual length of curb and gutter removed and replaced. A few sections of curb and cutter originally planned to remain were replaced in order to improve drainage.
Items 21-23	Actual area of 4-inch sidewalk and 5-inch sidewalk/driveway and ADA curb ramps removed and replaced, respectively. One driveway apron originally planned to remain was replaced in order to improve drainage. A few additional sidewalk panels required replacement.
Items 27-28	Actual area of roadway requiring excavation for pavement base and geogrid stabilization, respectively. Areas over sanitary lateral replacement in roadway required excavation but did not require geogrid stabilization.
Item 29	Actual tonnage of INDOT #53 limestone aggregate used for base and regrading.
Items 33 and 35	Actual tonnage of HMA intermediate and surface courses installed, respectively.
Item 36	Actual number of replacement trees. Fewer residents desired new tree(s), even after offering to all residents in project area that did not have existing tree(s).
Item 37	Actual area of topsoil and sod installed.

Item	Description	Net Change					
		Quantities		Amount			
		Waterworks Bd.	Board of Works	Waterworks Bd.	Board of Works	Total	
1	Mobilization & Demobilization			\$ -	\$ -	\$ -	
2	Maintenance of Traffic			\$ -	\$ -	\$ -	
3	Produce Pre-Construction Video			\$ -	\$ -	\$ -	
4	Remove and Dispose Existing Tree, 18" Pay Dia.			\$ -	\$ -	\$ -	
5	Remove and Dispose Existing Tree, 30" Pay Dia.			\$ -	\$ -	\$ -	
6	Remove and Dispose Existing Tree, 48" Pay Dia.			\$ -	\$ -	\$ -	
7	4-inch Dia. PC 350 Ductile Iron Pipe			\$ -	\$ -	\$ -	
8	6-inch Dia. PC 350 Ductile Iron Pipe	(2.6)		\$ (182.00)	\$ -	\$ (182.00)	
9	8-inch Dia. PC 350 Ductile Iron Pipe	(32)		\$ (2,080.00)	\$ -	\$ (2,080.00)	
10	6-inch Dia. AWWA C515 Gate Valve with Valve Box			\$ -	\$ -	\$ -	
11	8-inch Dia. AWWA C515 Gate Valve with Valve Box			\$ -	\$ -	\$ -	
12	Ductile Iron Mechanical Joint Compact Fittings	(114)		\$ (912.00)	\$ -	\$ (912.00)	
13	Fire Hydrant Assembly			\$ -	\$ -	\$ -	
14	1-inch Dia. Water Service Sets			\$ -	\$ -	\$ -	
15	1-inch Dia. Type K Copper Water Service Line	(121.8)		\$ (3,045.00)	\$ -	\$ (3,045.00)	
16	Remove Existing Fire Hydrant Assembly			\$ -	\$ -	\$ -	
17	Remove and Replace Existing Storm Sewer, 8" SDR 35 PVC		(7)	\$ -	\$ (630.00)	\$ (630.00)	
18	Remove and Replace Existing Storm Catch Basin, 24" Dia. w/ Sump			\$ -	\$ -	\$ -	
19	Remove and Replace Existing Storm Catch Basin, 36" Dia. w/ Sump			\$ -	\$ -	\$ -	
20	Remove and Replace Concrete Curb and Gutter	42	118	\$ 1,428.00	\$ 4,012.00	\$ 5,440.00	
21	Remove and Replace 4-inch Thick Concrete Sidewalk	24.3	25.4	\$ 1,579.50	\$ 1,651.00	\$ 3,230.50	
22	Remove and Replace 5-inch Thick Concrete Sidewalk/Driveway	(38.6)	5.2	\$ (3,203.80)	\$ 431.60	\$ (2,772.20)	
23	Remove and Replace Concrete Curb Ramps to ADA Standards	0.2		\$ 65.20	\$ -	\$ 65.20	
24	Remove and Replace 4-ft Tall Chain Link Fence			\$ -	\$ -	\$ -	
25	Mill Existing Asphalt Pavement Full Depth After Utilities are Installed, Minimum			\$ -	\$ -	\$ -	
26	Grade and Compact Aggregate Base (Both Existing and New)			\$ -	\$ -	\$ -	
27	Additional Excavation of Unsuitable Road Base		117.7	\$ -	\$ 1,059.30	\$ 1,059.30	
28	Tri-Axial Geogrid for Stabilization of Undercut Areas		95.1	\$ -	\$ 380.40	\$ 380.40	
29	INDOT #53 Compacted Limestone Aggregate Base Course, for Undercut Areas	(15)	(75.4)	\$ (315.00)	\$ (1,583.40)	\$ (1,898.40)	
30	Adjust Existing Casting to Grade			\$ -	\$ -	\$ -	
31	Furnish and Adjust New Sanitary Manhole Casting to Grade			\$ -	\$ -	\$ -	
32	Furnish and Adjust New Storm Manhole Casting to Grade			\$ -	\$ -	\$ -	
33	HMA Intermediate Course, 19.0mm, 2.5-inch Minimum Thickness	(10.4)	(93.5)	\$ (682.24)	\$ (6,133.60)	\$ (6,815.84)	
34	Tack Coat Between HMA Courses, 0.10 Gal/SY			\$ -	\$ -	\$ -	
35	HMA Surface Course, 9.5mm, 1.5-inch Minimum Thickness	1.8	16.5	\$ 132.30	\$ 1,212.75	\$ 1,345.05	
36	Replacement Tree, 1.25" Min. Caliper, Including Delivery, Planting and Maintenance		(8)	\$ -	\$ (3,160.00)	\$ (3,160.00)	
37	4" Topsoil and Sod for Grass Restoration, Including Maintenance Watering	68	(103)	\$ 1,156.00	\$ (1,751.00)	\$ (595.00)	
38	Erosion and Sedimentation Control			\$ -	\$ -	\$ -	
				<b>Net Change (By Board)</b>	<b>\$ (6,059.04)</b>	<b>\$ (4,510.95)</b>	<b>\$ (10,569.99)</b>

**Town of Highland  
Board of Works  
Order of the Works Board 2020-43**

**An Order Approving and Authorizing the Proper Officer to Enter into a Purchase Agreement with Dell Incorporated for Desktop Computers, Monitors, Software and licensing, further defining this as a Small Purchase under Section 3.05.060 (G)(2) of the Municipal Code.**

**Whereas,** The Town of Highland is organized by departments, each with specialized duties ties to special training and competencies, and, from time to time, it is necessary to purchase and or lease materials and supplies in order to carry out the functions of these several departments;

**Whereas,** The Town of Highland Metropolitan Police Department, the Public Works Department (Agency), Parks and Recreation Department, Fire Department, Building and Inspection Department, Redevelopment Department and the Office of the Clerk-Treasurer as part of their public duties, utilizes desktops computers as part of carrying out its public services and related duties in the Town of Highland;

**Whereas,** The IT Consultant has determined a need to obtain certain computer equipment and has secured a quote from Dell Incorporated for the purchase of twenty-five (25) Dell OptiPlex 5070 SFF XCTO Computers at the unit price of **\$911.89** each, in the total amount of **\$22,797.25, numbered as Quote 3000066815279.7;**

**Whereas,** The IT Consultant has further determined a need to obtain certain computer equipment and has secured a quote from Dell Incorporated for the purchase of four (4) Dell 24 Monitors at the unit price of **\$174.99** each, in the total amount of **\$699.96, numbered as Quote 3000066815279.7;**

**Whereas,** The Purchasing Agent, pursuant to Section 3.05.060 (G) (2) of the Highland Municipal Code, expected that the purchase would be less than \$50,000 and therefore qualified as a small purchase allowing purchase in the open market;

**Whereas,** The Town Council as the Works Board of the Municipality, pursuant to Section 3.05.030 (A) of the HMC serves as purchasing agency for the Police Department, the Fire Department, the Office of the Clerk-Treasurer and the Public Works Department (Agency);

**Whereas,** The amount of the purchase exceeds fifteen thousand (\$15,000) and, pursuant to Section 3.05.040 (C) and Section 3.05.050(B) of the HMC, requires the express approval of the purchasing agency;

**Whereas,** The Clerk-Treasurer, pursuant to Section 3.05.050 (D)(9) of the Highland Municipal Code, serves as the Purchasing Agent for the any department for which a purchasing agent is not expressly provided and for all executive departments of the municipality;

**Whereas,** The payment will be supported by approved existing appropriations in the Municipal Cumulative Capital Fund, pursuant to the requirements of IC 5-22-17-3(e) or another appropriate fund depending upon the department served; and,

**Whereas,** The Town Council now desires to approve and authorize the proper officer to enter a purchase agreement pursuant to the terms stated herein,

**Now Therefore Be it Ordered** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board of Municipality:

**Section 1.** That the proper officer is hereby directed and authorized to purchase twenty-five (25) Dell OptiPlex 5070 SFF XCTO computers at the unit price of **\$911.89** each, in the total amount of **\$22,797.25, numbered as Quote 3000066815279.7**, according to the standing retention and replacement schedules, to be used in the proper departments;

**Section 2.** That the proper officer is hereby further directed and authorized to purchase of four (4) Dell 24 Monitors at the unit price of **\$174.99** each, in the total amount of **\$699.96, numbered as Quote 3000066815279.7**, according to the standing retention and replacement schedules, to be used in the proper departments;

**Section 3.** That the proper officer is hereby directed and authorized to purchase the forgoing as a single order, in the total amount of **\$23,497.21** for the total purchase;

**Section 4.** That the Town Council as Works Board hereby finds and determines that this purchase is a qualified **small purchase** as the total purchase is below \$50,000, which permits purchases in the open market without inviting quotes from at least three vendors, all pursuant to Section 3.05.060 (G)(2) as well as IC 5-22 et sequitur;

**Section 5.** That the Town Council as Works Board further finds and determined there are sufficient and available appropriations balances on hand to support the purchase to the credit of the Municipal Cumulative Capital Development Fund, pursuant to IC 5-22-17-3(e);

**Section 6.** That the Clerk-Treasurer is authorized and directed to execute the purchase agreement and any additional documents in order to implement the purchase.

**Be it So Ordered.**

**Duly, Passed, Adopted and Ordered** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 28<sup>th</sup> day of September 2020 having passed by a vote of \_\_\_\_ in favor and \_\_\_\_ opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

\_\_\_\_\_  
Mark J. Schocke, President (IC 36-5-2-10)

*Attest:*

\_\_\_\_\_  
Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)



## A quote for your consideration.

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

<b>Quote No.</b>	<b>3000066815279.7</b>	<b>Sales Rep</b>	Fred Mack
<b>Total</b>	<b>\$23,497.21</b>	<b>Phone</b>	(800) 456-3355, 6180795
<b>Customer #</b>	7551098	<b>Email</b>	Fred_Mack@Dell.com
<b>Quoted On</b>	Sep. 16, 2020	<b>Billing To</b>	ACCOUNTS PAYABLE
<b>Expires by</b>	Oct. 16, 2020		TOWN OF HIGHLAND
<b>Deal ID</b>	20214408		3333 RIDGE RD
			HIGHLAND, IN 46322-2018

### Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,  
Fred Mack

### Shipping Group

<b>Shipping To</b>	<b>Shipping Method</b>
EDWARD DABROWSKI TOWN OF HIGHLAND 3333 RIDGE RD HIGHLAND, IN 46322-2089 (219) 838-1080	Standard Delivery

Product	Unit Price	Qty	Subtotal
OptiPlex 5070 SFF MLK	\$911.89	25	\$22,797.25
Dell 24 Monitor - P2419H	\$174.99	4	\$699.96

<b>Subtotal:</b>	<b>\$23,497.21</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Non-Taxable Amount:</b>	<b>\$23,497.21</b>
<b>Taxable Amount:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>
<b>Total:</b>	<b>\$23,497.21</b>

Special lease pricing may be available for qualified customers. Please contact your DFS Sales Representative for details.





## Important Notes

### Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to [Tax\\_Department@dell.com](mailto:Tax_Department@dell.com) or [ARSalesTax@emc.com](mailto:ARSalesTax@emc.com), as applicable.

**Governing Terms:** This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at [www.dell.com/terms](http://www.dell.com/terms) or [www.dell.com/voemterms](http://www.dell.com/voemterms)), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

**Supplier Software Licenses and Services Descriptions:** Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on [www.Dell.com/eula](http://www.Dell.com/eula). Descriptions and terms for Supplier-branded standard services are stated at [www.dell.com/servicecontracts/global](http://www.dell.com/servicecontracts/global) or for certain infrastructure products at [www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm](http://www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm)

**Offer-Specific, Third Party and Program Specific Terms:** Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on [www.dell.com/offeringspecifictterms](http://www.dell.com/offeringspecifictterms) ("Offer Specific Terms").

**In case of Resale only:** Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

**In case of Financing only:** If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

**\*Dell Business Credit (DBC):**

OFFER VARIES BY CREDITWORTHINESS AS DETERMINED BY LENDER. Offered by WebBank to Small and Medium Business customers with approved credit. Taxes, shipping and other charges are extra and vary. Minimum monthly payments are the greater of \$15 or 3% of account balance. Dell Business Credit is not offered to government or public entities, or business entities located and organized outside of the United States.

Customer agrees to accept delivery of its order within a reasonable amount of time from when the order is shipped.

### Shipping Group Details

**Shipping To**  
 EDWARD DABROWSKI  
 TOWN OF HIGHLAND  
 3333 RIDGE RD  
 HIGHLAND, IN 46320-2039  
 (219) 833-1390

**Shipping Method**  
 Standard Delivery

	Unit Price	Qty	Subtotal
<b>OptiPlex 5070 SFF MLK</b>	\$511.20	28	\$22,797.25

Estimated delivery (non-purchase holiday)  
 Oct 05, 2023  
 Contract # 010000005000  
 Customer Agreement # NCPA01412

Description	SKU	Unit Price	Qty	Subtotal
OptiPlex 5070 SFF XSTD	210-AB0L	-	28	-
Full-Depth 28mm 3.5" x 1.5" 12MB/s SATA Storage (1TB)	10-AB00	-	28	-
White PC Case (OptiPlex) (Front) (Sound)	01-AB0K	-	28	-
No Wireless (Bluetooth) (Keyboard) (Mouse) (Webcam) (Printer) (Dray)	03-AB03B	-	28	-
RIDGE 24" x 20" 100mm x 140mm Tray	111-AB02	-	28	-
MS-2552B PCI-VLANID LAN 10GbE 1.5x6.5x1.5" Drive	101-AB06	-	28	-
MS-2552C 1.5x6.5x1.5" Drive	101-AB07	-	28	-
MS-2552D 1.5x6.5x1.5" Drive	101-AB08	-	28	-
No Additional Hard Drive	001-AB0H	-	28	-
Full-Integrated Graphics (OptiPlex)	010-AB0Q	-	28	-
OptiPlex 5070 Small Form Factor (Bronze)	020-AB0D	-	28	-
ODD Base (Smart Form Factor)	025-AB0X	-	28	-
8x DVD+-RW (8.5mm) Optical Disk Drive	028-AB0V	-	28	-
OMB Essential's DVD no Media	050-AB0V	-	28	-
Media Card Reader	075-AB0P	-	28	-
System Power Cord (Print & Thermal)	150-AB05	-	28	-
Charge (USB-C) (Smart) (SFF)	111-AB0E	-	28	-
No Wireless LAN (OptiPlex)	010-AB0D	-	28	-
No Wireless Printer	010-AB0D	-	28	-
No Stand (OptiPlex)	015-AB0E	-	28	-
No Additional Cable (Keyboard)	010-AB0D	-	28	-
No PC (Additional) (OptiPlex)	100-AB0P	-	28	-
Basic OptiPlex 5070 Wireless Keyboard & Mouse	080-AB0H	-	28	-
Mouse (OptiPlex) (Keyboard)	070-AB0H	-	28	-

**TOWN OF HIGHLAND  
NOTICE TO TAXPAYERS  
OF PROPOSED ADDITIONAL APPROPRIATIONS**

Notice is hereby given the taxpayers of the Town of Highland, Lake County, Indiana, that the Town Council of said Municipality in said Municipal Building, 3333 Ridge Road, **convening electronically at 6:30 p.m. on 12 October 2020**, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

**PUBLIC SAFETY LOCAL INCOME TAX FUND**

<b>Increase:</b>		
249-0000-43046 Traffic Control Device		<u>\$ 15,677.00</u>
	<i>Total 400 Series:</i>	<b>\$ 15,677.00</b>
	<b>Total for Fund:</b>	<b>\$ 15,677.00</b>

**GAMING REVENUE SHARING FUND**

<b>Increase:</b>		
091-0000-31002 Engineering Fees:		<u>\$ 66,500.00</u>
	Total Series:	<b>\$ 66,500.00</b>

<b>Increase:</b>		
091-0000-44308 Robertson Pl & Rosewood Project:		<u>\$ 3,915.00</u>
	Total Series:	<b>\$ 3,915.00</b>

**Total for Fund: \$ 70,415.00**

Funds to support these additional appropriations in the **Public Safety LIT Fund** shall be from interest earnings, miscellaneous revenues, a distribution pursuant to IC 6-3.6 et seq., and unobligated fund balance on deposit to the credit of the Fund.

Funds to support these additional appropriations in the **Gaming Revenue Sharing Fund** shall be from interest earnings, miscellaneous revenues, a distribution pursuant to IC 4-33-12.5 et seq., and unobligated fund balance on deposit to the credit of the Fund.

Taxpayers appearing at such meeting shall have a right to be heard thereon. Taxpayers are encouraged to access the meeting through the Zoom meeting platform. Taxpayers and persons interested in offering comment on the proposed additional appropriations **should contact the Office of Clerk-Treasurer at (219) 838-1080** to obtain added details on accessing the meeting via Zoom, or please provide your electronic mail address to receive the link and added access to the public hearing and the meeting. A written comment may also be provided by mailing or dropping off at the Office of the Clerk-Treasurer, 3333 Ridge Road, Highland, Indiana 46322. The additional appropriations, as finally made, will be filed with the Department of Local Government Finance, for its information and file.

**TOWN COUNCIL of HIGHLAND  
Mark Schocke, President**

**By: Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer**

**TOWN OF HIGHLAND  
NOTICE TO TAXPAYERS  
OF PROPOSED ADDITIONAL APPROPRIATIONS**

Notice is hereby given the taxpayers of the Town of Highland, Lake County, Indiana, that the Town Council of said Municipality in said Municipal Building, 3333 Ridge Road, **convened electronically at 6:30 p.m. on the 12<sup>th</sup> of October 2020**, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

**CORPORATION GENERAL FUND**

**Metropolitan Police Department**

Increase the following:

001-0009-39005 Animal Quarantine	<u>\$ 3,000.00</u>
<i>Total 300 Series:</i>	<u>\$ 3,000.00</u>

**TOTAL for the FUND:                   \$ 3,000.00**

Funds to support these additional appropriations in the **Corporation General Fund** shall be supported by miscellaneous revenues, interest earned and resources on deposit to the credit of the fund that constitutes unreserve fund balance on deposit to the fund.

Taxpayers appearing at such meeting shall have a right to be heard thereon. Taxpayers are encouraged to access the meeting through the Zoom meeting platform. Taxpayers and persons interested in offering comment on the proposed additional appropriations **should contact the Office of Clerk-Treasurer at (219) 838-1080** to obtain added details on accessing the meeting via Zoom, or please provide your electronic mail address to receive the link and added access to the public hearing and the meeting. A written comment may also be provided by mailing or dropping off at the Office of the Clerk-Treasurer, 3333 Ridge Road, Highland, Indiana 46322.

**The additional appropriations, as finally made, will be filed with the Department of Local Government Finance, for its review. The Department of Local Government Finance shall make a written determination of the sufficiency of funds upon receipt of a certified copy of the action taken.**

**TOWN COUNCIL of HIGHLAND  
Mark Schocke, President**

**By: Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer**

ALLOWANCE OF ACCOUNTS PAYABLE VOUCHERS

TOWN OF HIGHLAND, INDIANA

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC-5-11-10-1.6

DATED THIS 23<sup>rd</sup> DAY OF September, 2020 FISCAL OFFICER

ALLOWANCE OF VOUCHERS

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 4 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$ 140,189.42.

Dated this \_\_\_\_\_ day of \_\_\_\_\_,

TOWN COUNCIL

MARK A. HERAK ROGER SHEEMAN
BERNIE ZEMEN MARK SCHOCKE
TOM BLACK

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND  
 EXP CHECK RUN DATES 09/16/2020 - 09/29/2020  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

09/23/2020 02:31 PM  
 User: DMJ  
 DB: Highland

GL Number Invoice Line Desc Ref # Vendor Invoice Description Amount Check #

Fund 001 GENERAL							
Dept 0001 TOWN COUNCIL							
001-0001-20001	STATIONARY FOR TOWN COUNCIL	88662	BAXTER PRINTING INC	D/S STATIONARY FOR TOWN COUNCIL	69.00		
001-0001-31001	PROFESSIONAL SERVICES THROUGH	88580	FROST BROWN TODD LLC	PROFESSIONAL SERVICES THROUGH AUG	3,332.50		
001-0001-39004	INSERTING GAZEBO INTO BILLS	88596	LITHOGRAPHIC COMMUNICATIONS	SEPT 2020 GAZEBO EXPRESS INSERT-8	685.37		
001-0001-39044	NHM 4-PART STRETCHING NEWSLET	88661	COMMUNITY FOUNDATION OF NWI	WELLNESS AUGUST/SEPTEMBER	150.00		
			Total For Dept 0001 TOWN COUNCIL		4,236.87		
Dept 0002 BOARD OF ZONING APPEALS							
001-0002-31001	BZA LEGAL FEES AND EXPENSES	88665	ABRAHAMSON, REED & BILSE	BZA LEGAL FEES AND EXPENSES	399.00		
			Total For Dept 0002 BOARD OF ZONING APPEALS		399.00		
Dept 0004 CLERK-TREASURER							
001-0004-20003	D/S ENVS.RETURN AND NO RETURN	88663	BAXTER PRINTING INC	D/S ENVELOPES-RETURN AND NO RETUR	69.34		
001-0004-20003	D/S TONER CARTRIDGE	88658	PULSE TECHNOLOGY OF INDIANA	D/S TONER CARTRIDGE	16.67		
001-0004-20003	D/S INK JET LASER CARTRIDGES	88656	PULSE TECHNOLOGY OF INDIANA	D/S INK JET LASER CARTRIDGES (2)	69.96		
001-0004-20003	D/S SHARE OF BULK PAPER ORDER	88652	THE PAPER CORPORATION	D/S BULK PAPER ORDER	1,119.90		
			Total For Dept 0004 CLERK-TREASURER		1,275.87		
Dept 0006 BUILDING & INSPECTION							
001-0006-20003	D/S SHARE OF BULK PAPER ORDER	88653	THE PAPER CORPORATION	D/S SHARE OF BULK PAPER ORDER	322.29		
			Total For Dept 0006 BUILDING & INSPECTION		322.29		
Dept 0007 FIRE DEPARTMENT							
001-0007-20003	INVOICE # 124173194001	88683	OFFICE DEPOT, INC	OFFICE SUPPLIES	204.27		
001-0007-20003	D/S SHARE OF BULK PAPER ORDER	88655	THE PAPER CORPORATION	D/S SHARE OF BULK PAPER ORDER	181.08		
001-0007-23004	ICE MACHINE	88679	HIGHLAND FIRE DEPARTMENT	ICE MACHINE	700.00		
001-0007-23004	ELECTRICAL SUPPLIES	88677	LINDY'S ACE HARDWARE, INC	ELECTRICAL SUPPLIES	12.74		
001-0007-23004	INV# 47797	88680	MEWARDS CORP - SCHERERVILLE	LIGHTING SUPPLIES	9.99		
001-0007-32005	STATIONS SECURITY SYSTEM	88681	PHIL & SON, INC	STATIONS SECURITY	145.60		
001-0007-35005	HYDRANT - CENTRAL STATION	88675	TOWN OF HIGHLAND UTILITIES	CENTRAL STATION WATER & SEWER	107.38		
001-0007-35005	HYDRANT - SOUTH STATION	88676	TOWN OF HIGHLAND UTILITIES	SOUTH STATION WATER & SEWER	100.94		
001-0007-35007	STORM - CENTRAL STATION	88675	TOWN OF HIGHLAND UTILITIES	CENTRAL STATION WATER & SEWER	70.58		
001-0007-35007	STORM - SOUTH STATION	88676	TOWN OF HIGHLAND UTILITIES	SOUTH STATION WATER & SEWER	57.54		
001-0007-36001	STARTER ISSUES WITH 5119	88678	FIRE SERVICE, INC.	ENGINE STARTER 5119	1,623.08		
001-0007-36003	TRAINING ROOM HVAC INVOICE #	88684	SIEMER HEATING & COOLING IN	CENTRAL STATION TRAINING ROOM HVA	5,016.00		
			Total For Dept 0007 FIRE DEPARTMENT		8,229.20		
Dept 0008 PLAN COMMISSION							
001-0008-31001	PLAN COM LEGAL FEES AND EXPEN	88664	ABRAHAMSON, REED & BILSE	PLAN COM LEGAL FEES AND EXPENSES	1,406.00		
			Total For Dept 0008 PLAN COMMISSION		1,406.00		
Dept 0009 POLICE DEPARTMENT							
001-0009-21001	846.8 GAL OF GAS	88688	WARREN OIL COMPANY	846.8 GAL OF GAS DELV ON 9/11	1,458.28		
001-0009-22004	VEH PARTS CAR 2	88689	WEBB FORD INC	VEHICLE PARTS FOR CAR 2	42.16		
001-0009-36001	LABOR FOR 2WHL ALIGN CAR 12	88686	GRIMLER AUTOMOTIVE, INC	LABOR FOR 2WHL ALIGNMENT FOR CAR	85.00		
001-0009-38006	MAT CHANGE AT PD ON 9/8	88685	CINTAS CORPORATION #319	MAT CHAGNE AT PD ON 9/8	36.66		
001-0009-39005	TNR SERVICE FOR FELINE ON 9/1	88687	HUMANE INDIANA	TNR SERVICE FOR FELINE 20-4163	40.00		
			Total For Dept 0009 POLICE DEPARTMENT		1,662.10		
Dept 0011 SERVICES & WORKS							
001-0011-32008	ACCT. SERVICE FEES	88719	FIRST FINANCIAL BANK CORP S	AUGUST 2020 ACCT SERV FEES	1,496.37		999372
001-0011-38005	SAFETY BUILDING CORP	88584	LONDON WHITE GROUP, LLC	SAFETY BUILDING CORP	4,100.00		
001-0011-39001	D/SPAYROLL CORE (PYTX10) 5/14	88583	BUREAU OF NATIONAL AFFAIRS	D/S PAYROLL CORE (PYTX10) 5/14/20	727.00		
001-0011-39016	SR TAXI SUBSID 8/6/2020	88582	TRIPLE A EXPRESS	SR TAXI SUBSID 8/6/2020	10.00		

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND  
 EXP CHECK RUN DATES 09/16/2020 - 09/29/2020  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

09/23/2020 02:31 PM  
 User: DMJ  
 DB: Highland

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 GENERAL						
Dept 0011 SERVICES & WORKS						
001-0011-39016	SR TAXI SUBSID 8/26/2020	88594	TRIPLE A EXPRESS	SR TAXI SUBSID 8/26/2020	10.00	
			Total For Dept 0011 SERVICES & WORKS		6,343.37	
Dept 0012 TOWN HALL						
001-0012-21004	WATER DELIVERY	88668	HINCKLEY SPRINGS	WATER DELIVERY 7/21,8/18,9/01/20	226.33	
			Total For Dept 0012 TOWN HALL		226.33	
			Total For Fund 001 GENERAL		24,101.03	
Fund 002 MVH						
Dept 0016 MVH ADMIN						
002-0016-20003	D/S BUL PAPER	88654	THE PAPER CORPORATION	D/S SHARE OF BULK PAPER ORDER	248.64	
002-0016-22002	CAULK AND OIL DRI	88700	MENARDS CORP - SCHERERVILLE	OIL DRI AND CAULK FOR STREET DEPT	44.83	
002-0016-36001	SET 5/32" CABLES X22'	88696	CRAWFORD DOOR SALES OF L C	REPAIR FOR GARAGE DOOR STREET DEP	374.00	
002-0016-36009	LIGHT DUTY TOW- FLAT RATE	88695	BERT'S TOWING INC	TOW FOR WOOD CHIPPER STREET DEPT.	75.00	
			Total For Dept 0016 MVH ADMIN		742.47	
Dept 0017 MVH RECONSTRUCTION/MAINTENANCE						
002-0017-21002	SCA9277 SOLID TIRE	88703	TERPSTRA'S SALES & SERVICE,	TIRE FOR STREET DEPT	128.35	
002-0017-22004	SCA482621 BEARING, .75 ID TAP	88704	TERPSTRA'S SALES & SERVICE,	BEARING AND SEAL FOR STREET DEPT.	45.82	
002-0017-22004	STI4002-710-4313 AUTOCUT 25 2	88712	TERPSTRA'S SALES & SERVICE,	PARTS FOR MOWER STREET DEPT.	174.29	
002-0017-23002	9/14/2020 1367348 9.5MM 3/4 7	88701	RIETH-RILEY CONSTR CO., INC	COLD MLX FOR STREET DEPT	404.00	
002-0017-23003	FREIGHT	88698	HALL SIGNS, INC	FREIGHT FOR INVOICE 353064	74.65	
002-0017-23003	ANNUAL SOFTWARE MANAG AGREEME	88699	IMORQ SYSTEMS	SOFTWARE MANAGEMENT AND SUPPORT O	900.00	
002-0017-23004	6403-89169 A100 EX FL EXTRA	88702	SHERWIN WILLIAMS CORP	PAINT FOR STREET DEPT.	220.00	
002-0017-23006	GEL MVRI75/U 47760 MULTIVAPOR	88697	EESCO, A DIVISION OF WESCO D	LIGHTS FOR DOWNTOWN STREET LIGHTS	155.76	
			Total For Dept 0017 MVH RECONSTRUCTION/MAINTENANCE		2,102.87	
			Total For Fund 002 MVH		2,845.34	
Fund 018 LAW ENFORCE CON'T ED						
Dept 0000						
018-0000-23006	PRINTER REPAIR	88690	COMPUTER BAY,CORP/DBA	PRINTER REPAIR- HUB FOR CAR CAMER	119.85	
018-0000-23006	BLK PRINTER CARTRIDGES	88692	PULSE TECHNOLOGY OF INDIANA	BLK CARTRIDGES FOR PRINTER	278.00	
018-0000-31004	REGSI FEE FOR TRAINING FOR CR	88691	PRI MANAGEMENT GROUP	WEBINAR TRAINING FOR CRIME STATS	500.00	
			Total For Dept 0000		897.85	
			Total For Fund 018 LAW ENFORCE CON'T ED		897.85	
Fund 030 ICT FUND						
Dept 0000						
030-0000-32003	PW INTNET # 8771400250212877	88598	COMCAST CABLE	8771400250212877 PW 8001 KENNEDY	325.98	44586
030-0000-32003	FD SOUTH 2647 45TH ST	88597	COMCAST CABLE	FD S STATION PHONE/INTERNET SVC 1	130.86	44587
030-0000-32003	MEADOWS PKINTERNET ACT 877140	88599	COMCAST CABLE	MEADOWS PK MO INTERNET 9/12-10/11	130.43	44588
030-0000-32003	INTERNET SVC PS BLDG 8/12-9/ 88600		COMCAST CABLE	INTERNET FOR PUBLIC SAFETY BLDG	241.84	44589
030-0000-32003	PUMP STATION 877140025029637	88674	COMCAST CABLE	PUMP STATION 8771400250296375 9/1	203.69	44591
030-0000-32003	PARK INTERNET ACCT 8771400250	88720	COMCAST CABLE	PARK INTERNET ACCT 87714002502083	294.30	44594
030-0000-32003	FIRE DEPT	88682	AT&T MOBILITY	FIRE DEPT 666-4120	43.00	
030-0000-32003	MONTHLY TELEPHONE FEE- PD/AUG	88593	WINDSTREAM HOLDINGS INC	MONTHLY TELEPHONE FEE- PD SEPT	840.99	
030-0000-32003	BRIVO CLOUD HOSTED MONTHLY SI	88581	PHIL & SON, INC	BRIVO CLOUD HOSTED MONTHLY SITE/A	100.95	
030-0000-43011	MAGIC KEYBOARDS	88576	APPLE INC	12 I PADS	3,348.00	
			Total For Dept 0000		5,660.04	

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND  
 EXP CHECK RUN DATES 09/16/2020 - 09/29/2020  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

09/23/2020 02:31 PM  
 User: DMJ  
 DB: Highland

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 030 ICT FUND				Total For Fund 030 ICT FUND	5,660.04	
Fund 031 SOLID WASTE						
Dept 0000	GRADE DUMP	88693	NORTHERN IND MECHANICAL, INC	GRADE OUT LEAF PILES AT DUMP TO A	4,697.00	
031-0000-39008				Total For Dept 0000	4,697.00	
				Total For Fund 031 SOLID WASTE	4,697.00	
Fund 036 SPECIAL EVENTS						
Dept 0000	2020 FALL FEST REFUND	88671	CALIFORNIA DONUTS	2020 FALL FEST REFUND	200.00	44590
036-0000-09000	2020 FALL FEST REFUND	88672	QUALITY CONCESSIONS	2020 FALL FEST REFUND	200.00	44592
036-0000-09000	2020 FALL FEST REFUND	88673	RED BARN ELEPHANT EARS	2020 FALL FEST REFUND	200.00	44593
036-0000-09000				Total For Dept 0000	600.00	
				Total For Fund 036 SPECIAL EVENTS	600.00	
Fund 085 TRAFFIC VIOLATIONS						
Dept 0001 TOWN COUNCIL	CASH BOND FEES	88586	LAKE COUNTY CLERK	CASH BOND FEES	5,500.00	44585
085-0001-00400				Total For Dept 0001 TOWN COUNCIL	5,500.00	
				Total For Fund 085 TRAFFIC VIOLATIONS	5,500.00	
Fund 091 GAMING REVENUE						
Dept 0000	ROBERTSON PL & ROSEWOOD CT	88694	GRIMMER CONSTRUCTION, INC	ROBERTSON PLACE & ROSEWOOD CT STR	90,906.55	
091-0000-44308				Total For Dept 0000	90,906.55	
				Total For Fund 091 GAMING REVENUE	90,906.55	
Fund 249 PUBLIC SAFETY INCOME TAX FUND						
Dept 0000	COVID-FD-APR TWN CRTDG KIT	88590	5 ALARM FIRE & SAFETY EQPT,	COVID-FIRE DEPT-APR TWN CRTDG KIT	1,717.88	
249-0000-29000	COVID-SANITARY WIPES	88657	MMSGs	COVID-FIRE DEPT-SANITARY WIPES	221.27	
249-0000-29000	COVID- FIRE DEPT 5 BIO SHIELD	88589	PC-PLUS! LLC	COVID-FIRE DEPT-5-BIO-SHIELDS UV-	630.00	
249-0000-29000	COVID-FD-VARIOUS N95 RESIRATO	88591	PUBLIC SAFETY CENTER, INC	COVID-FIRE DEPT-VARIOUS N 95 RESP	364.90	
249-0000-29000	COVID-FD-XLRG NITRILE PWDR FE	88592	PUBLIC SAFETY CENTER, INC	COVID-FIRE DEPT-XLARGE NITRILE PO	2,047.56	
249-0000-29000				Total For Dept 0000	4,981.61	
				Total For Fund 249 PUBLIC SAFETY INCOME TAX FUND	4,981.61	

INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND  
EXP CHECK RUN DATES 09/16/2020 - 09/29/2020  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

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DB: Highland

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
				Fund 001 GENERAL	24,101.03	
				Fund 002 MVH	2,845.34	
				Fund 018 LAW ENFORCE CON'T ED	897.85	
				Fund 030 ICT FUND	5,660.04	
				Fund 031 SOLID WASTE	4,697.00	
				Fund 036 SPECIAL EVENTS	600.00	
				Fund 085 TRAFFIC VIOLATIONS	5,500.00	
				Fund 091 GAMING REVENUE	90,906.55	
				Fund 249 PUBLIC SAFETY INCOME TAX	4,981.61	
				<b>Fund Totals:</b>	<b>140,189.42</b>	

**Payroll Docket**

			Delta
\$	225,139.45	\$	225,139.45
		\$	-
<b>Council, Boards and Commissions</b>			
		\$	16,203.66
<b>Office of Clerk-Treasurer</b>			
Regular Staff	\$ 16,203.66		
Field Service Rep	\$ -		
		\$	8,593.01
<b>Building &amp; Inspection</b>			
		\$	133,920.86
<b>Metropolitan Police</b>			
Crossing	\$ -		
Full-Time Police	\$ 111,592.50		
Full-Time Non-sworn	\$ 22,328.36		
		\$	62,846.80
<b>Public Works Department</b>			
		\$	3,575.12
<b>Fire Department</b>			
Component One	\$ 3,575.12		
Component Two	\$ -		
		\$	-
<b>Police 1925 Pensions</b>			

Payday: **11-Sep-2020**